

2014

2015



Foreign Service Institute Course Schedule and Tuitions

October 1, 2013 - September 30, 2015

U.S. Department of State
George P. Shultz National Foreign Affairs Training Center



Address:

To ensure timely delivery of your registration forms, we ask that you address your correspondence to:

U.S. Department of State
Foreign Service Institute
George P. Shultz National Foreign Affairs Training Center
Office of the Registrar, Room F1245
Washington, D.C. 20522-4201

E-mail: FSIRegistrar@state.gov

Numbers:

For general course and registration information, contact the Office of the Registrar:

Telephone: 703-302-7137 or 7144
TTY Phone: 703-302-7449
FAX: 703-302-7152
Student Messages: 703-302-7137 or 7144

For information on specific programs, contact individual department chairs (see numbers on page 6).

Catch us online!

The FSI Catalog is available in multiple formats:

- If you are on the Department's OpenNet, use the intranet address at <http://fsi.state.gov>.
- If you are not on the Department of State's OpenNet, use the Internet address at <http://fsitraining.state.gov>.
- For CD-ROM versions, contact the FSI Office of the Registrar at 703-302-7137/7144.

Foreign Service Institute

at the George P. Shultz National Foreign Affairs Training Center

The Foreign Service Institute is the Department of State bureau that provides training to Department of State personnel and the personnel of the Foreign Affairs community. FSI offers more than 700 courses, including training in over 90 languages, through classroom instruction and distance learning. Presently, over 250 FSI courses are online, meeting the expanding needs of employees throughout the world. The courses are designed to promote successful performance in each professional assignment, to ease adjustment to other countries and cultures, to promote meaningful family experiences and to enhance the leadership and management capabilities of the foreign affairs community.

The main facilities of the Foreign Service Institute are located on the 72-acre campus of the George P. Shultz National Foreign Affairs Training Center in Arlington, Virginia, just ten minutes from the main Department of State building in Washington, D.C. Classes are held at various locations throughout the metropolitan area, regional training centers and posts throughout the world.

The Shultz Center is a historically significant site. Originally the home of Arlington Hall Junior College, it later served as a U.S. Army installation, known as Arlington Hall Station. In 1989, the land and buildings were transferred to the Department of State to be used for the training of foreign affairs personnel. Historians have deemed the site noteworthy “for its local architectural importance and nationally significant role in American military intelligence operations during World War II.” Four structures dating from the early history of the site as a junior college have been renovated and incorporated into the training center. The training facility was named in honor of George P. Shultz, Secretary of State, 1982-1989, who was instrumental in the establishment of the facility.

Most courses offered from October 2013 through September 2015 are listed in this publication. Courses are added throughout the year and are advertised on the FSI Web Page, through the Department of State’s intranet. If you have questions, please contact the Office of the Registrar at 703-302-7137/7144 or at FSIRegistrar@state.gov.

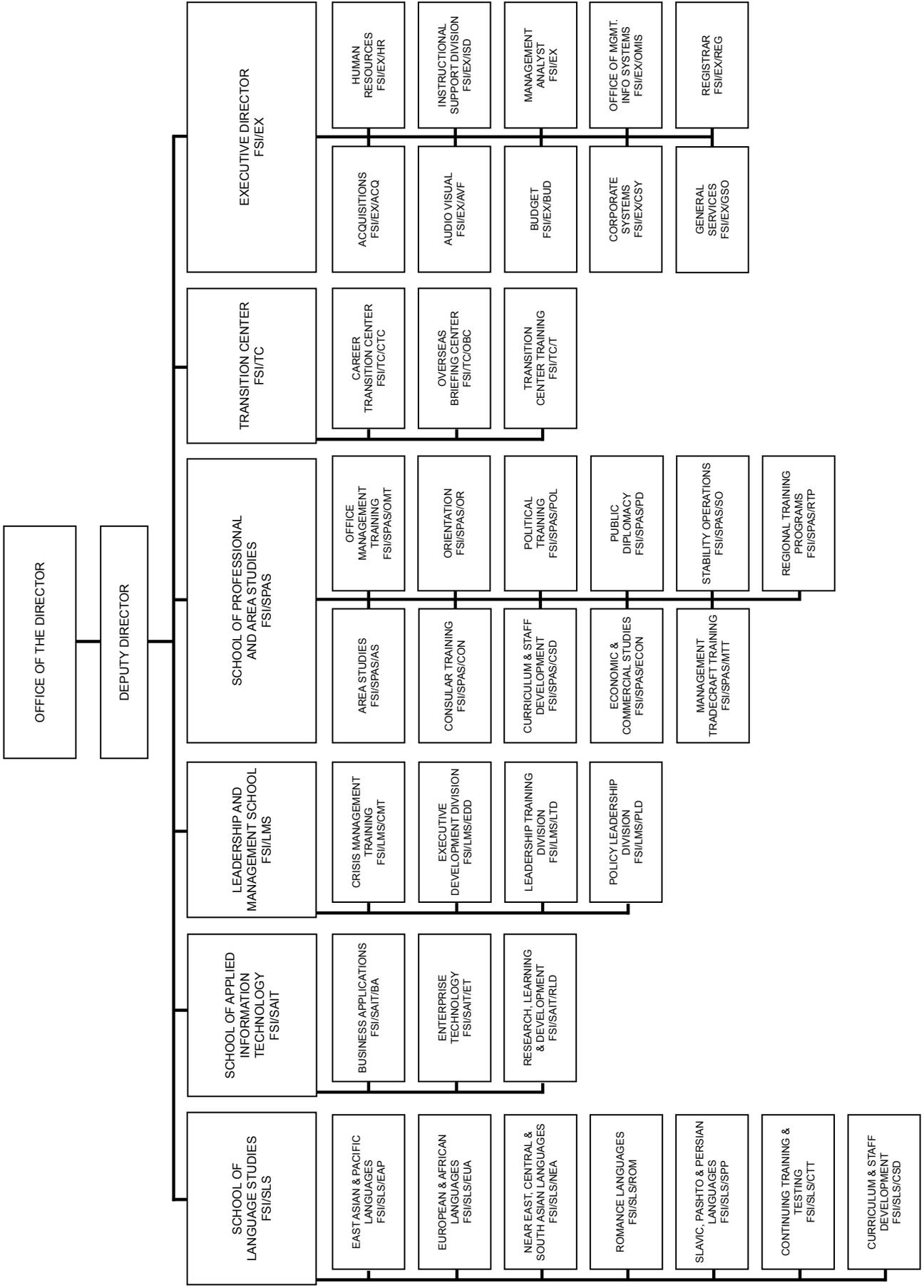


The FSI Course Catalog provides general information about the Shultz Center and details about our courses. Course schedules and tuitions are listed in a separate publication. Please ensure you cross-reference the “Course Catalog” with the “Course Schedule and Tuitions” booklet for class dates and fees information when planning to take a class.



FOREIGN SERVICE INSTITUTE

October 2013



How to use this catalog

1. How do I find course schedules?

Course Schedules are organized under the course themes (shown at right).

2. How do I find course descriptions?

Course Descriptions are found in the FSI Course Catalog.

3. How do I register?

See **Admissions**, page 1-2 or visit FSI's OpenNet Web site at <http://fsi.state.gov>. General questions may be directed to "Ask FSI."

4. How do I learn more about the George P. Shultz National Foreign Affairs Training Center (the Shultz Center)?

The **Introduction**, pages 1-10, will answer your questions about the Foreign Service Institute with its language, area, professional, leadership and management training and the Transition Center workshops.

5. How do I get to the Shultz Center?

Maps and transportation guides begin on page 74.

6. Where do I find general student information?

General Information, pages 1-5, answers the most common questions. For additional information, **contact the Office of the Registrar at FSIRegistrar@state.gov** (703-302-7137/7144). Other office numbers can be found within individual courses and on page 6 of the **Introduction**.

7. How do I reach someone in training?

Call 703-302-7137 or -7144, or fax 703-302-7152, 7:30 a.m. to 5:00 p.m. In emergencies, messages are delivered to the classroom. Otherwise, messages and official mail for students are placed in mail slots outside the FSI Office of the Registrar, Room F1245.

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SYMBOLS

The symbols listed after a course code or title alert you to something special about that course. In most cases there is additional information explained at length in the FSI Course Catalog listing. A brief key for these symbols is printed at the bottom of each page of the Schedule of Classes, but a more complete explanation is provided below:

Classroom Courses

CL Classroom

Alternate Schedule:

E Evening Schedule

Training is scheduled after 5:00 p.m.

W Weekend Schedule

Training is scheduled on a Saturday.

Additional Requirement:

C Clearance Required

A Security Clearance is required. Please refer to the FSI Course Catalog course descriptions for required clearance level.

F FasTrac Component

Course includes either optional or required enrollment to the FasTrac Distance Learning Program.

N Nomination

Course requires written recommendation by the employee's supervisor, to be included in the online application.

P Prerequisite

Prior to course start, students are required to complete specific course(s) of fulfill specific requirements.

R Recommended Preparation

Prior to course start, students are given suggestions as courses to complete.

Distance Learning Courses

Unless noted with one of the symbols below, most FSI distance learning training is offered via the Internet or FSI LearnCenter on a self-paced basis. Students have 90 days to complete courses.

D DVC

Instruction provided via a scheduled "digital video conference," allowing for real-time communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video, making this delivery method one of the most interactive available.

I Internet

Instruction is provided via the Internet, but not on the FSI LearnCenter.

M LearnCenter, Mentored Training

Instruction is provided via the Internet on the FSI LearnCenter; courses are mentored by a FSI instructor. Students begin and end training as a group and complete assignments and/or exams according to a set training schedule. In most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.

O OpenNet

Instruction is provided via the Department of State's OpenNet.

W Webinar

Instruction is provided via the Department of State's OpenNet, generally as a presentation, lecture, workshop or seminar, according to an established training schedule. Students login from their computers to take part in the webinar.

Online Class Search

Department of State employees can also visit us online on the Department's OpenNet at <http://fsi.state.gov>. Click Course Schedules & Registrations, and then select the search options for the classes you want. You can search by course title, theme, training dates, location, etc.

Non-State students may visit us online at <http://fsitraining.state.gov>.

General Information

General information about FSI courses can be found on the Department of State Open-Net at <http://fsi.state.gov>.

Access to the Facility

- Federal Workdays: 7:00 a.m. to 10:00 p.m.
- Weekend and Holidays: 8:00 a.m. to 6:00 p.m.
- Department of State ID badge holders may enter through any one of the card reader access points along the inner perimeter fence or the Visitor's Center.
- Others must enter through the Visitor's Center. An escort may be required.
- Picture identification is required.
- All student and visitor badges must be returned to the Visitor's Center when the course is completed.
- Access during secure hours on weekdays and all day on weekends and holidays for staff and students is through the Visitor's Center.

Holders of Department of State badges not coded for the Shultz Center, who need access to the facility for an extended period of time, may request access by completing a request access form from the FSI General Services Office, Room F2131. Difficulties or issues regarding badges should be directed to the ID Services Customer Service Center at: idservicescsc@state.gov or telephone 202-647-1775.

Accreditation/Certification

The Foreign Service Institute, whose mission is to "develop the men and women our nation requires to fulfill our leadership role in world affairs and to defend U.S. interests," is the primary training institution for the U.S. foreign affairs community. Although not accredited as an academic institution, optional programs afford students the opportunity to obtain academic credit for training completed at FSI.

The Foreign Service Institute participates in the American Council on Education's College Credit Recommendation Service. Several FSI courses and language proficiency tests have been designated for ACE CREDIT recommendation at either the undergraduate or graduate level. Students wishing to participate in this program must declare their intention of pursuing CREDIT recommendation two weeks prior to course start date. To obtain CREDIT recommenda-

tion, program participants will be required to complete additional coursework or achieve a specified final exam/test score. Students then apply to ACE to request an ACE transcript be forwarded to their college or university. Please note that while ACE recommendations are honored at many colleges or universities, the institution has the discretion to use, modify or reject the recommendation.

FSI courses, or language proficiency tests, available for ACE CREDIT recommendation are identified in the FSI course descriptions. Students may review ACE CREDIT recommendation requirements by visiting the FSI online catalog or by requesting information from the course manager. Due to additional requirements, all course offerings may not be available for ACE Credit recommendation. Students should verify availability prior to enrollment by contacting the course manager or the FSI Office of the Registrar at FSIRegistrar@state.gov.

Training and/or language proficiency tests that were completed prior to FSI's participation in ACE CREDIT cannot be considered for recommendation. Visit the ACE Web site at <http://www.acenet.edu/nationalguide> and search for FSI's comprehensive approved course list, which includes the course acceptance date and credit recommendation.

Many courses available through the FasTrac Distance Learning Program have also been recommended for ACE CREDIT recommendation. Please visit the ACE Web site at <http://www.acenet.edu/nationalguide> for complete information on this program.

If the course is not designated for ACE CREDIT recommendation, students who have been accepted to an academic institution may request that institution grant academic credit for training taken at FSI. The FSI Registrar can issue, upon written request, an official transcript and course content memo to the student or institution(s). Students who are currently enrolled in FSI courses should discuss their intent to request academic credit with the course manager who may assign additional coursework or administer an examination prior to recommendation for academic credit. It is the college's or university's decision to approve credit for FSI courses or language proficiency tests.

Some courses available through the FasTrac Distance Learning Program may qualify for college credit or Continuing Education Units. Additionally, these courses may prepare Information Technology professionals for vendor certifications. Please refer to the School of Applied Information Technology's Web site at <http://fsi.state.gov/fsi/sait/> for more information.

The decision to seek academic credit for an FSI course is entirely at the student's discretion and is an option made available by FSI for those students who may find it useful in their future academic studies; however, while the student may fulfill the FSI stated requirements, the university, college or training institution may accept, modify or reject the recommendation at their discretion.

To request a transcript and/or course content information, please e-mail the Registrar's Office at FSIRegistrar@state.gov.

Address

U.S. Department of State
Foreign Service Institute
George P. Shultz National Foreign Affairs
Training Center
Office of the Registrar, Room F1245
Washington, D.C. 20522-4201

E-mail: FSIRegistrar@state.gov
Fax: 703-302-7152

Admissions

Department of State Requests for Training (Direct-Hire Employees)

- Apply online on the FSI Web Page at <http://fsi.state.gov>.
- Foreign Service employees and their Eligible Family Members may also apply through the employee's Career Development Officer.
- An approved training application must be submitted before a student will be admitted to class. A separate application is required for each course.
- Required approval signatures (i.e., supervisor and training officer) must be included (if application is submitted online, approvals are processed electronically). Senior Foreign Service and Senior Executive Service are exempt from the approval process.

Introduction

General Information

Check the catalog course description for audience information.

Non-Department of State Requests for Training (SF-182)

- Non-State personnel must submit an SF-182 at least five working days prior to the class start date. If a request is submitted within five working days of the class start date, the fee becomes non-refundable. Applications paid by credit card and received 10 working days (or less) prior to start of the course are non-refundable (for details please see the Cancellations, "No Shows" and Incompletes section, page 2).
- The tuition schedule, found in the "Course Schedules and Tuitions" booklet, is subject to change at the beginning of each fiscal year. For example, if you request a course in June that begins after October 1st, the tuition is subject to change, as the rates are adjusted annually.
- An approved training request must be submitted before a student will be admitted to class. A separate application is required for each course.
- Requests should be typed and all information completed, including the following:
 - Agency Locator Code for non-State applicants (Section C-5).
 - Department of Defense applicants enter Disbursing Station Symbol Number, in lieu of the Agency Locator Code (Section C-5).
 - Paying Agency's Treasury Account Symbol (Section C under Appropriation Fund field).
 - Clearly identified appropriation funding information to include the obligation number (Section C-4).
 - All required approval signatures (i.e., training officer, supervisor and person authorized to obligate funds on behalf of the agency (Section E-12)).
 - Address, e-mail and telephone numbers for all points of contact (Section C-6).
 - Approval of tuition costs in signature of an appropriate authority of the employee's bureau or agency for the employee or family member.
 - Clearly identified fiscal information (Section B-19).
- Department of State contractors must also submit an approved "Contractor Officer Approval Memo" (see FSI Web Page <http://fsi.state.gov>). If DoS is funding training, also send a GFMS/RFMS screenshot for payments other than credit cards or checks.

Questions regarding enrollment should be directed to the FSI Office of the Registrar at

703-302-7137/7144 or e-mail at FSIRegistrar@state.gov. See also information under *Cancellations*, "No-Shows" and *Incompletes*, page 2.

Samples and instructions for completing the applications are included in this catalog (see pages 7-10). Visit OPM's Internet Web site at <http://www.opm.gov> or the Department's intranet Web site: <http://fsi.state.gov> to download an SF-182.

Attendance in Class (see also "Leave")

Listed below are the requirements for a student to receive course credit (i.e., for the course to appear on official transcript of training):

- SAIT and SPAS
 - Require 100% attendance of class hours.
- LMS, SLS and TC
 - While 100% attendance is preferred, will grant credit if the student meets the 80% attendance requirement.
- All Schools
 - When a course has an exam requirement, credit will be given when the student meets the attendance requirement **and** achieves a passing score on the exam.

FSI also has a "No-Show/Incomplete Penalty" policy, separate from the above crediting policy. See information under *Cancellations*, "No-Shows" and *Incompletes*, page 2.

Cancellations, No-Shows and Incompletes Department of State Students

- State Department students may cancel or reschedule training through the Student Records Online Web site, by e-mail to FSICourseCancel@state.gov or through their training office. Foreign Service employees, whose training is processed through their CDO, should contact him/her to cancel or reschedule.
- Students must cancel requests at least five business days prior to the course start date.
 - Bureaus will be charged an amount equal to the tuition fee if the student is a "no-show" for the training.
 - Bureaus will be charged an amount equal to 50% of the tuition fee if the student's attendance is "Incomplete" (i.e., less than 80% attendance).
 - Bureaus may provide a substitute student to avoid "no-show" penalties. That student must submit an approved training request prior to the course start. He/she may also bring the application to the

Office of Registrar, Room F1245, the morning of the training.

- Waivers for State employees, including those for illness or a family emergency, are at the discretion of the Registrar. Requests for all waivers should be sent in writing to the Registrar (e-mail is acceptable to FSIRegistrar@state.gov).
- Department of State bureaus are responsible for determining accountability for no-shows and incompletes and for taking appropriate action within the bureau.

Non-Department of State Students

- Non-Department students may cancel or reschedule training through e-mail to FSICourseCancel@state.gov or fax to 703-302-7152.
- If payment is made with a government purchase card, agencies must notify the FSI Office of the Registrar in writing, 10 working days before the course begins to avoid a no-show penalty (e.g., if training start date is Monday, 03/24/14, the last date to cancel is Monday, 03/10/14). Government purchase cards are charged 10 working days in advance of the start date; therefore, a cancellation received after this point is non-refundable.
- If training is funded through a purchase order, agencies must cancel at least five working days prior to the course start date, to avoid their agency being charged a "no-show" penalty. The notification should be sent in writing to the Office of the Registrar.
- Agencies may provide a substitute student to avoid "no-show" penalties. An authorized training request must be received by the FSI Office of the Registrar prior to the substitute attending the class.
- Waivers, including those for illness or a family emergency, are at the discretion of the Registrar. Requests for all waivers should be sent in writing to the Registrar (e-mail is acceptable to FSIRegistrar@state.gov).
- For full-time language training, a fee equal to one week's tuition will be charged for each week the student remains in a "no-show" status. No-shows for language tests will be billed at the full test rate.
- For cancellations of full-time language after training has begun, FSI charges the full week regardless of the training start or end date. For payments made by purchase order, FSI will charge the full week up to the last day that the student attends training. FSI will process a refund for the number of weeks remaining in the training agreement for payments paid in full by credit card, check, or money order.

The Office of the Registrar will send e-mail confirmation to the student and training office when request is processed. If e-mail is not received contact the office to confirm.

FSI bills DoS bureaus on a quarterly basis for no-shows and incompletes.

Language Testing Cancellation Policy

Requests for cancellations must be made at least two full working days (i.e., days excluding weekends and federal holidays) in advance of the test date. A Thursday appointment should be cancelled no later than COB Tuesday, a Monday appointment by COB Thursday, and so on.

Career Development and Long-Term Training

In addition to the training opportunities offered at FSI, other career development opportunities are available to Department of State employees.

The Bureau of Human Resources announces long-term training opportunities every year. These range in length from six months to a year or longer. Examples of senior long-term training are the National War College and senior fellowships. Mid-level training opportunities include such programs as the Armed Forces Command and Staff College, the Dean and Virginia Rusk Fellowship program and the Una Chapman Cox Sabbatical Leave Program. Career development programs such as Senior Executive Service, Excellence in Government Fellows, USDA's Executive Development Program, New Leader Program and Aspiring Leader Program are available through HR. These programs are listed on the Department's HR Web site and are announced in Department Notices.

Carpools

A Carpool Bulletin Board is located in the Cafeteria building to assist persons in forming or joining carpools.

Child Care

The childcare center accommodates approximately 70 children. Children of Department of State employees in classroom training on the Shultz Center campus are eligible. Details are available on the FSI Web Page on the OpenNet, or by contacting the provider Beatrice Tierney (phone: 703-302-7501; fax 703-302-7503 or e-mail: childrensintl@aol.com). The FSI contact is Hope Jacobs, who serves as the Contracting Officer's Representative for the childcare

facility (e-mail: JacobsH@state.gov; phone: 703-302-7264).

Directions

The George P. Shultz National Foreign Affairs Training Center is located at the junction of Arlington Boulevard (Route 50) and George Mason Drive. Traveling west from Washington, D.C. on Arlington Boulevard, exit on the right at George Mason Drive, turning left at the traffic light. Turn left again at the next traffic light at the end of the overpass, onto Arlington Boulevard service road. Enter the Shultz Center at the second entrance on the right. (See Maps, page 74.)

Distance Learning

"Distance Learning" is defined as any formal coursework¹ (for which credit is granted) where the instructor and student are separated geographically or where there may not be an instructor at all; however, instructional tools are built into the course. Distance learning may be "synchronous" (i.e., live, real-time course delivery using a variety of communication modes) or "asynchronous" (i.e., any training where interaction is delayed or there is no direct interaction with an instructor). Within distance learning, there are several delivery methods which can be considered synchronous, asynchronous or both:

- **Blended (*Asynchronous/Synchronous*):** Any possible combination of educational delivery methods (i.e., classroom with online, online with text-based, classroom with CD-ROM, online and CD-ROM, etc.) that maximizes the student's learning experience.
- **CD-ROM (*Asynchronous*):** Instruction provided on a compact disc, with read-only-memory, designed to store computer data in the form of text and graphics. The format may be interactive through the use of a variety of technologies; however, the exchange of information is not. Communication with a Department contact may be available as directed in the specific course description.
- **DVC (*Synchronous*):** Instruction provided via a "digital video conference," allowing for real-time, synchronous communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video, making this delivery method one of the most interactive available.
- **Online (*Asynchronous/Synchronous*):** Instruction is provided via the Depart-

ment of State's OpenNet or the Internet, usually through the FSI LearnCenter. In most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.

In some courses, you can set your own pace; in others, you will be mentored, or guided by an instructor. Distance learning is a convenient and highly personalized way to learn.

¹FSI utilizes a variety of multimedia in both its distance learning and classroom training such as podcasts, video clips, audio files, etc., which can be accessed on-demand.

Dress/Classroom Atmosphere

The classroom atmosphere at FSI is somewhat less formal than that of a government office and the grounds of the Shultz Center are ideal for walking, jogging, etc. At the same time, it is a place of business and students should dress with this in mind.

- Coats and ties are normally not required, but neat sport shirts or open-collared dress shirts, sweaters and slacks are appropriate.
- Dresses, slacks, blouses and sweaters are appropriate.
- Shorts, "tee" shirts, halter-tops and flip-flop type footwear are not appropriate.

Senior diplomats from foreign embassies and other high-level officials frequently lecture in FSI courses or visit the Institute. Instructors will try to inform students in advance of such visits. Students are to be dressed for business to meet with these individuals.

FSI is the student's duty station for as long as he or she is enrolled. The business here is learning. This means that students are expected to be alert, to participate and to display courtesy towards all FSI employees and fellow students. Students are expected to be on time and to remain in class until the session is completed.

External Training

Department of State employees assigned domestically or while in the U.S. are eligible to take training provided by other government agencies or domestic training institutions, colleges, universities and private vendors.

Introduction

General Information

The Office of the Registrar manages the Department of State's External Training Program, reviewing and approving all requests for external training, including conferences and seminars, and maintaining external training records. External training may be bureau-funded or FSI-funded, subject to funds availability.

The FSI Office of the Registrar reviews and approves external training requests according to the following criteria:

- A course of the same or similar content is not available at FSI. In those cases where there are questions regarding duplication, the training request will be sent to the appropriate FSI school for review.
- The training is job, career or mission-related training.
- The student has no outstanding training evaluations from prior courses funded by the Department of State.

To request external training, employees complete an online application for training at least four weeks prior to the training start date. The final application may include:

- A signed *DS-3070 Training Agreement*.
- A *Continued Service Agreement* is required if the training exceeds 80 hours.
- *DS-4025 Application for Sponsorship of After-Hours Study* is required if the request is for a college or university course.

Visit the FSI Web site at <https://fsicsapps.fsi.state.gov/SF182/login.aspx> to complete the online application.

Funding for external training is subject to funds availability and there are some restrictions:

- There is a cap on the amount of tuition that may be funded by FSI. Please contact your bureau training officer for information on funding limits. Bureaus may pay full tuition for training that exceeds the cap for FSI-funded training; however, the student may not pay the difference.
- Tuition may not be split between funding sources.
- Language training, conferences, workshops and seminars may not be funded through the FSI External Training Program, but may be funded by bureaus.
- FSN training is not funded through this program.

For additional information Department of State employees may refer to the Registrar's Office Web Page on the OpenNet at <http://fsi.state.gov/admin/reg>, contact their bureau training officer or FSI Office of the Registrar at 703-302-7137/7144 or e-mail FSIRegistrar@state.gov.

Language Proficiency and MLAT Testing

Department of State employees should contact the FSI Continuing Training and Testing Division at 703-302-7125 to schedule the Language Proficiency test. Appointments must be made at least two weeks in advance (see Accreditation/Certification page 1).

Employees of other agencies may arrange for proficiency and MLAT testing through their agency training office. This service is provided to non-State agencies on a reimbursable basis. (Exception: The cost of language proficiency tests is included in the tuition for Basic and Beyond Three Advanced language training (L_100/101) if the student receives at least 100 hours of training.)

Leave

Students should not expect to take leave while they are in training because courses are carried out on a continuing basis.

Short-term courses (less than six weeks) require the student to be present for 80% (100% for School of Applied Information Technology and School of Professional and Area Studies) of the course class hours, to receive credit for the course; otherwise, the student must retake the course.

Some long-term courses have occasional optional leave days and class breaks—typically between December 25th and January 1st—when students may take annual leave. Students not wishing to take annual leave during these periods may remain in training, engage in full-time self-study at FSI, or engage in other activities arranged with FSI and their parent agencies.

Department of State students assigned to FSI who wish to take annual leave on optional leave days, or who need to take emergency annual leave, should submit an *OPM-71 Request for Leave or Approved Absence* to their training supervisor. The training supervisor may consult the assignments officer as appropriate. If a student in long-term training must miss a class session due to medical appointments or

other official requirements, approval must be obtained in advance from the student's training supervisor. In the event of absence resulting from illness, students should inform the training supervisor by phone. When the student returns, he/she should submit an OPM-71, which has been signed by the training supervisor. FSI may require a doctor's certification in conformance with 3 FAM 3423.

Department of State students in long-term training who are assigned to FSI or post-to-post and TDY orders should record all absences on a timesheet, which is available in the Office of the Registrar and is submitted biweekly for payroll purposes. Documentation of any leave taken must be attached to the timesheet. Both the student and the training supervisor, both of whom are accountable for the accuracy of the data, must sign the timesheet. Check with the Office of the Registrar if you are not sure of the correct procedure for reporting your time and attendance.

Messages

FSI e-mail accounts are available for students who are in long-term training (six weeks or longer). Request forms are available in the Office of the Registrar, Room F1245. Requests are submitted to the Office of Management Information Systems, Room F1304. Computers for student use are available throughout the Institute.

Mail slots are located outside of the FSI Office of the Registrar, Room F1245 for student messages. Emergency messages for a student will be delivered to the student's classroom. Otherwise, students will be notified by e-mail for messages, faxes and official mail. Messages may be left at 703-302-7137 or 703-302-7144 from 7:30 a.m. to 5:00 p.m., Monday through Friday.

Parking

- Short-term parking for approved individuals in training at FSI is available for \$5.00 per day, paid to the parking attendant at the entrance kiosk. Individuals will receive a placard that must be completed and placed in their windshield. Shultz Center permit parking is very limited and only available on a space available basis. We strongly encourage the use of Metro or the State shuttle bus. We must caution that a parking space may not be available.
- Monthly parking permits are available for staff and students who are assigned to FSI for longer periods. The cost is \$25 a

month, subject to an annual review and possible adjustment. Applications must be submitted through the FSI Web Page on the OpenNet at <http://fsi.state.gov>.

- Two-hour visitor parking is available in the visitor parking lot, next to the Visitor's Center.
- Lots P1 through P4 are for individuals who park at FSI on a daily basis.
- By agreement with Arlington County and local citizens groups, no parking is permitted on South George Mason Drive or in the neighborhood adjacent to the campus.

Special Needs Accommodations

The Shultz Center was designed to accommodate students and staff with special needs. The sidewalk and hallway ramps, restrooms, doors and elevators provide access for those with special needs. In addition, most of the door signs to classrooms and offices are in Braille, and a TTY phone is available for use in the Office of the Registrar, Room F1245.

Department of State students requiring additional services (e.g., readers, interpreters, etc.) should contact the Disability/Reasonable Accommodations Division (HR/ER/DRAD) of the Office of Employee Relations HR/ER/DRAD, at 202-261-8173.

Non-State students requiring additional services must make arrangements through their parent agency. The parent agency is responsible for payment of services.

All students should indicate their requirements on the training application and also contact the individual School program office to ensure that the School will be prepared on the day of training.

Training Toolkits

FSI publishes several training toolkits to assist Department of State employees and supervisors in identifying training and development opportunities. These include *Foreign Affairs Agency Employees and Eligible Family Members*, *Language, Leadership and Management*, *Civil Service Employees*, *Foreign Service Generalists and Specialists and Resource Guide for Foreign Service Nationals and Locally Employed Staff*. These training toolkits are available on the FSI OpenNet at <http://fsi.state.gov>.

Transcripts

Official transcripts of completed courses may be obtained by submitting a request on the FSI Web Page under *Student Records* (<https://fsicsapps.fsi.state.gov/fsirecs/Login.aspx>) or by sending an e-mail to the FSIRegistrar@state.gov. Unofficial transcripts are available in FSI Student Records. Students who are pursuing ACE CREDIT recommendation must contact ACE directly for a transcript (see Accreditation/Certification page 1).

Transportation Services

State shuttle bus service is available during the workday between Main State and the Shultz Center. An acceptable form of identification must be presented to board the shuttle bus.

Schedules are available in the C Street lobby at Main State, the Shultz Center Visitor's Center, the FSI Office of the Registrar, Room F1245 and on the Department of State OpenNet Web site.

Public transportation (Metrorail/Metrobus):

- **Ballston Metro Station** on the Orange Line is the closest stop to FSI. From the Ballston Metro Station, take 22A (Pentagon) Metrobus to the bus stop at the Shultz Center entrance on South George Mason Drive and Sixth Street. To return to the Ballston Metro Station from the Shultz Center, take the 22A (Ballston) Metrobus.
- **Rosslyn Metro Station** is another option. Take the 4A (Culmore) Metrobus southbound to the bus stop on Arlington Boulevard (Route 50) across from FSI. You must cross the highway overpass and enter the facility through the Arlington Boulevard entrance. To return to Rosslyn Metro station, take the 4A (Rosslyn) Metrobus, northbound from the bus stop at the entrance on Arlington Boulevard entrance.

Schedules and routes periodically change, so please check the Washington Metropolitan Area Transit Authority Web site at <http://www.wmata.com> or call Metro directly at 202-637-7000.

Tuition and Reimbursements

No tuition is charged for direct-hire U.S. government employees of the Department of State to attend regularly scheduled training. Bureaus are charged, however, if an employee fails to attend class (see *Can-*

cellations, "No-Shows," and Incompletes, page 2). Bureaus may be asked to pay for specially requested programs or to develop new programs or special offerings.

Non-State employees shall pay for the training according to the tuition schedule, located in the "Course Schedules and Tuitions" booklet, under the provisions of the Economy Act and the Foreign Affairs Reform and Restructuring Act.

Tuitions are subject to change at the beginning of each fiscal year. For example, if you request a course in June that begins after October 1st, the tuition is subject to change because the rates are adjusted annually.

Other agencies may request special programs. Funding for such programs will be required.

Language training will be billed as a full week, regardless of the day of the week on which the training starts or ends.

Please direct questions on the reimbursement policy to the FSI Budget Office at 703-302-7289.

Weather-Related Closings

The Foreign Service Institute is a federal government facility and part of the Department of State; therefore, it follows the policies determined by the Office of Personnel Management for delayed closings, early dismissals, or delayed arrival policies for the federal government.

The Office of Personnel Management normally notifies the news media by 6:00 a.m. when one of these events occurs. Students should listen to their local radio or television stations for information or check the OPM Web site at www.opm.gov for the federal government announcement.

Long-term students of FSI should discuss notification processes with their Division Coordinator or Language Training Supervisor.

Contact Numbers

For general course and registration information, contact the FSI Office of the Registrar:

E-mail: FSIRegistrar@state.gov
Telephone: 703-302-7137 or 7144
TTY Phone: 703-302-7449
FAX: 703-302-7152
Student Messages: 703-302-7137 or 7144

For information on specific programs, contact individual department chairs.

For other information, contact the Office of the Registrar, at 703-302-7137/7144, e-mail at FSIRegistrar@state.gov, fax 703-302-7152, or the Executive Director for Management, Catherine Russell, at 703-302-6729, FAX 703-302-7227.

Visit FSI online at:

Intranet: <http://fsi.state.gov>
Internet: <http://fsitraining.state.gov>

Executive Office for Management

EXECUTIVE DIRECTOR
703-302-6729

AUDIO VISUAL FACILITY
703-302-6788

BUDGET AND MANAGEMENT OFFICE
703-302-7284

GENERAL SERVICES/ACQUISITIONS
703-302-7233

HUMAN RESOURCE OFFICE
703-302-6813

INSTRUCTIONAL SUPPORT DIVISION
703-302-7153

OFFICE OF MANAGEMENT INFORMATION SYSTEMS
703-302-7201

OFFICE OF THE REGISTRAR
703-302-7137/7144

Leadership and Management School

703-302-6743

CRISIS MANAGEMENT TRAINING
703-302-7398

EXECUTIVE DEVELOPMENT
703-302-7194

LEADERSHIP TRAINING DIVISION
703-302-7199

POLICY LEADERSHIP DIVISION
703-302-7117

School of Applied Information Technology

703-302-6957

BUSINESS APPLICATIONS
703-302-6752

ENTERPRISE TECHNOLOGY
703-302-9023

RESEARCH, LEARNING AND DEVELOPMENT
703-302-7566

School of Language Studies

703-302-7242

EAST ASIAN AND PACIFIC LANGUAGES
703-302-7297

EUROPEAN AND AFRICAN LANGUAGES
703-302-7013

NEAR EAST ASIAN LANGUAGES
703-302-7291

ROMANCE LANGUAGES
703-302-7527

SLAVIC LANGUAGES
703-302-7061

CONTINUING TRAINING AND TESTING
703-302-7125

School of Professional and Area Studies

703-302-6940

AREA STUDIES
703-302-6859

CONSULAR TRAINING
703-302-7164

CURRICULUM AND STAFF DEVELOPMENT
703-302-6916

ECONOMIC AND COMMERCIAL STUDIES
703-302-7256

MANAGEMENT TRADECRAFT TRAINING
703-302-7246

OFFICE MANAGEMENT TRAINING
703-302-6923

ORIENTATION
703-302-6996

POLITICAL TRAINING
703-302-7184

PUBLIC DIPLOMACY
703-302-6870

REGIONAL TRAINING PROGRAMS
703-746-2348

STABILITY OPERATIONS
703-302-6917

Transition Center

703-302-7272

CAREER TRANSITION CENTER
703-302-7407

**THE OVERSEAS BRIEFING CENTER
(INFORMATION CENTER)**
703-302-7275

TRAINING DIVISION
703-302-7268

Training Application(s)

An approved application must be submitted before a student will be admitted to training. For more information, see Admissions, page 1.

Department of State Applications

The online application system is available to direct-hire Department of State employees, personal services contractors and Eligible Family Members through the DoS OpenNet. This automated system is accessed through the course descriptions via the FSI Catalog (<http://fsi.state.gov>). Combined with FSI Student Records, Department of State employees can submit, track and review their training schedules with ease.

Located on a secure site within the FSI Web Page (<http://fsi.state.gov>), the online application system allows you to submit your training application, print a copy for your records and track the progress of your application as it moves through the approval process. In addition, FSI Student Records (<https://fsicsapps.fsi.state.gov/fsirecs/Login.aspx>) allows you to review, reschedule, cancel and/or print your complete schedule of upcoming training (i.e., classroom, distance learning and external training). You may also request an official transcript or print a combined unofficial student transcript of all completed FSI, distance learning, DSTC and external training.

Application for FSI Training

The automated application for FSI training should be used by students requesting FSI classroom or distance learning training (foreign service may also request training through their Career Development Officer). An example of a “blank” automated application is provided for your review. Whenever possible, the system will autofill all available requested information (see page 8).

The standard application requires the following information:

- Requested Course
- General Student Information (e.g., name, position, etc.)
- Supervisor/Training Officer (SFS/SES excepted)
- Travel/Per Diem (if applicable)
- Remarks (i.e., special considerations)

Applications to some FSI courses, such as SAIT technical courses or where selection is by nomination, will require additional information. In these cases, an addendum to the application will be included.

For external training application procedures, see *Application for FSI External Training*.

Application for FSI External Training

Students who are eligible for the FSI External Training Program (see page 3) should use the automated external training application, located on the FSI Web site (<https://fsicsapps.fsi.state.gov/SF182/login.aspx>) to apply for training. Those who have an active FSI Student Training Record will be allowed to login and process the application. Those who do not should contact the FSI Office of the Registrar at 703-302-7137/7144 or e-mail FSIRegistrar@state.gov for assistance.

The online application is divided into four sections:

- Trainee Information
- Course Information
- Costs and Billing Information
- Approvals Information

The applicant will be guided through the process as he/she completes the application requirements. All approvals are routed electronically and the applicant will be kept apprised of the process through the system e-mail.

When the application is submitted, the system will provide a list of required documents and offer the opportunity to print the complete application package. At that time, any additional required documents such as the *DS-3070 Training Agreement*, *Continued Service Agreement*, or *DS-4025 Application for Sponsorship of After-Hours Study* must be printed, signed, authorized and emailed to FSI-ExternalTraining@state.gov or faxed to the FSI External Training Office at 703-302-7152.

Non-Department of State Applications

The OPM *SF-182 Request, Authorization and Certification of Training Form* is to be used by: 1) Department of State contractors requesting training with FSI; and, 2) Non-Department of State personnel requesting training with FSI. See Admissions, page 1 of this catalog for more information and/or pages 9 and 10 for an example of the SF-182. Additional information can be found on the OPM Web site (<http://www.opm.gov/forms/html/sf.asp> - “Electronic Forms”). See pages 6-14 of the actual SF-182 form for explicit instructions. For the purpose of example, only pages 1 and 2 are included in this catalog.

Note: Department of State contractors must also submit an approved “Contractor Officer Approval Memo” (see FSI Web Page at <http://fsi.state.gov/admin/reg/default.asp?Cat=Registration&TOP=Contractor%20Training> for example).

Introduction

FSI Training Application(s)



Office of the Registrar

FSI Training Application

Title Course Number Section Start Date End Date Length of Training

Name (Last, First, Middle, Suffix): Sex:

Employee Type: Pay Plan: Grade:

Enter legal name

Domestic Bureau: Office:

or Overseas Post:

Enter Bureau/Office Or Post

Office Address:

Office Phone Number:

E-mail Address:

"Click" to open GAL Link

This is my present assignment This is my proposed assignment

Click here to enter Supervisor Information

Click here to enter Training Officer/CDO Information

Travel Amount:

Per Diem Amount:

Remarks:(400 characters, maximum)

(In this space, describe special accommodation needs; language students not current proficiency in the target language; PSCs note working title and contract dates; and provide any other information relevant to your enrollment.)

400 characters left.

Submit Request

Cancel Request

PRIVACY ACT STATEMENT

AUTHORITY: PL 79-724 and PL 85-507; E.O. 9397 for the SSN.

PRINCIPAL PURPOSE: To obtain information necessary for the Foreign Service Institute to administer student participation in FSI courses. In addition, the SSN will be utilized to incorporate the applicant's record of training in the automated student training management system and personnel system.

ROUTINE USES: The personal information and SSN are used by FSI to determine eligibility for enrollment, maintain student records, and perform other administrative functions inherent in student administration. This information may also be released to other Government agencies or other training institutions in the event they will be consulted on matters relating to your application.

DISCLOSURE: Mandatory for both personal information and SSN. Failure to provide this information could result in the applicant not being able to attend courses at the Foreign Service Institute.

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form.						
1. Applicant's Name (Last, First, Middle Initial)		2. Social Security Number/Federal Employee Number			3. Date of Birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)		5. Home Telephone (Optional) (Include Area Code)		6. Position Level (Mark (X) one) <input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive		
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency/)		8. Office Telephone (Include Area Code and Extension)		9. Work Email Address		
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment	13. Education Level (click link to view codes or go to page 7)	14. Pay Plan	15. Series	16. Grade	17. Step	
Section B - TRAINING COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)				1b. Location of Training Site (If same, mark box) <input type="checkbox"/>		
			1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title	2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)		
5. Training Duty Hours	6. Training Non-Duty Hours	7. Training Purpose Type (Click link to view codes or go to page 9)		8. Training Type Code (Click link to view codes or go to page 9)		
9. Training Sub-Type Code (Click link to view codes or go to page 9)	10. Training Delivery Type Code (Click link to view codes or go to page 12)	11. Training Designation Type Code (Click link to view codes or go to page 13)	12. Training Credit	13. Training Credit Type Code (Click link to view codes or go to page 13)		
14. Training Accreditation Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No	15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (Click link to view codes or go to page 13)		
18. Training Objective				19. AGENCY USE ONLY		
Section C - COSTS AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
5. 8 - Digit Station Symbol (Example - 12-34-5678)						

Introduction

SF-182, Request, Authorization, Agreement and Certification of Training Form

Section D - APPROVALS	
1a. Immediate Supervisor - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - Name and title	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a. Training Officer - Name and title	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date
Section E - APPROVALS / CONCURRENCE	
1a. Authorizing Official - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	1e. Date
Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION	
1a. Authorizing Official - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
TRAINING FACILITY -- Bills should be sent to office indicated in item C6. Please refer to number given in item C4 to assure prompt payment.	

Area Studies

Advanced Area Studies

Schedule: The Advanced Area courses generally meet one half-day per week in coordination with corresponding language course dates (see page 34, “Language Studies”). Courses with an “alternate schedule” (see table below) are marked with an asterisk.

Note: Some courses are offered only on an “as needed” basis so applicants should call to confirm their enrollment. In some cases, if an enrollment minimum is not met, tutorials may be offered. Contact the Director of Area Studies at 703-302-6875 to arrange a special session.

ASIA		
Course Code	Title	Corresponding Languages
AR545	Afghanistan	Dari and Pashto
AR521	China/Hong Kong/Taiwan	Cantonese and Mandarin Chinese
AR571	Insular Southeast Asia	Indonesian, Malay and Tagalog
AR522	Japan	Japanese
AR523	Korea	Korean
AR572	Mainland Southeast Asia	Burmese, Khmer, Lao, Thai and Vietnamese
AR524	Mongolia	Mongolian
AR560	South Asia	Bengali, Dari, Hindi, Sinhala/Singhalese and Urdu
EUROPE		
Course Code	Title	Corresponding Languages
AR501	Baltic East Central Europe	Estonian, Latvian, Lithuanian, Polish and Russian
AR582	East Central Europe	Czech, Hungarian and Slovak
AR593	German-Speaking Europe*	German
AR502	Greece/Cyprus/Turkey	Greek
AR596	Nordic Countries*	Denmark, Finland, Iceland, Norway and Sweden
AR561	South Central Europe	Albanian, Bosnian, Croatian, Macedonian, Montenegro, Serbia and Slovenia
AR503	Southeast Central Europe	Bulgarian, Romanian and Moldovan
AR504	Western Europe*	France, Italy, Spain, Portugal and/or the Benelux
NEAR EAST AND NORTH AFRICA		
Course Code	Title	Corresponding Languages
AR541	Arabian Peninsula/Gulf/Iran	Arabic and Farsi
AR542	Fertile Crescent	Arabic and Hebrew
AR515	Northern Africa	Arabic and French
RUSSIA/EURASIA		
Course Code	Title	Corresponding Languages
AR585	Caucasus	Armenian, Azerbaijani, Georgian and Russian
AR586	Central Asia	Kazakh, Kyrgyz, Russian, Tajik, Turkmen and Uzbek
AR566	Russia/Belarus	Russian

SUB-SAHARAN AFRICA		
Course Code	Title	Corresponding Languages
AR510	East and Southern Africa*	Angola, Botswana, Comoros, Djibouti, Eritrea, Ethiopia, Kenya, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, Somalia, South Africa, Sudan, South Sudan, Swaziland, Tanzania, Uganda, Zambia and Zimbabwe
AR509	West and Central Africa*	Benin, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Democratic Republic of Congo, Republic of Cote d'Ivoire, Equatorial Guinea, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Togo
WESTERN HEMISPHERE		
Course Code	Title	Corresponding Languages
AR533	Andean Republics*	Bolivia, Columbia, Ecuador, Peru and Venezuela
AR530	Brazil*	Brazil
AR528	Canada	Canada
AR527	Central America and the Spanish Speaking Caribbean*	Costa Rica, Cuba, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua and Panama
AR526	Haiti and the West Indies*	Haiti, Barbados, Grenada, Curacao, Jamaica, Martinique, Suriname, The Bahamas, and Trinidad and Tobago
AR531	Mexico*	Mexico
AR540	Southern Cone*	Argentina, Chile, Paraguay and Uruguay

***Alternate Schedule**

Begin	End	Length	Section
03/04/14	07/15/14	20 weeks	0001
03/06/14	07/17/14	20 weeks	0001
09/09/14	02/10/15	22 weeks	0002
09/11/14	02/12/15	22 weeks	0002

Course Schedules

Area Studies

Intensive Regional Area Studies

ASIA

China

Course Code AR250

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
04/21/14	05/02/14	2 Weeks	0002

FY15

10/20/14 10/31/14 2 Weeks 0001

Additional FY15 schedule to be determined.

East Asia

Course Code AR220

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
02/24/14	03/07/14	2 Weeks	0001
06/16/14	06/27/14	2 Weeks	0002
08/11/14	08/22/14	2 Weeks	0003

FY15 schedule to be determined.

South Asia

Course Code AR260

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
02/24/14	03/07/14	2 Weeks	0002
04/21/14	05/02/14	2 Weeks	0003

06/16/14 06/27/14 2 Weeks 0004

08/11/14 08/22/14 2 Weeks 0005

FY15

10/20/14 10/31/14 2 Weeks 0001

Additional FY15 schedule to be determined.

Southeast Asia

Course Code AR270

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
02/24/14	03/07/14	2 Weeks	0002
04/21/14	05/02/14	2 Weeks	0003

06/16/14 06/27/14 2 Weeks 0004

08/11/14 08/22/14 2 Weeks 0005

FY15

10/20/14 10/31/14 2 Weeks 0001

Additional FY15 schedule to be determined.

EUROPE

Balkans

Course Code AR293

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/13	10/25/13	2 Days	0001
02/27/14	02/28/14	2 Days	0002
04/24/14	04/25/14	2 Days	0003

06/19/14 06/20/14 2 Days 0004

08/14/14 08/15/14 2 Days 0005

FY15

10/23/14 10/24/14 2 Days 0001

Additional FY15 schedule to be determined.

Europe

Course Code AR291

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
02/24/14	03/07/14	2 Weeks	0002
04/21/14	05/02/14	2 Weeks	0003

06/16/14 06/27/14 2 Weeks 0004

08/11/14 08/22/14 2 Weeks 0005

FY15

10/20/14 10/31/14 2 Weeks 0001

Additional FY15 schedule to be determined.

European Union

Course Code AR192

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/09/14	06/13/14	5 Days	0001
08/04/14	08/08/14	5 Days	0002

FY15 schedule to be determined.

European Union Module

Course Code AR292

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	10/29/13	2 Days	0001
03/03/14	03/04/14	2 Days	0002
04/28/14	04/29/14	2 Days	0003

06/23/14 06/24/14 2 Days 0004

08/18/14 08/19/14 2 Days 0005

FY15

10/27/14 10/28/14 2 Days 0001

Additional FY15 schedule to be determined.

NEAR EAST AND NORTH AFRICA

Iraq: Society, Religion and Politics

Course Code AR193

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/09/14	06/11/14	3 Days	0001
07/07/14	07/09/14	3 Days	0002

FY15 schedule to be determined.

Islam: Formation, Institutions, Modernity and Reform

Course Code AR194

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/27/14	01/31/14	5 Days	0001
06/02/14	06/06/14	5 Days	0002
09/15/14	09/19/14	5 Days	0003

FY15 schedule to be determined.

Near East and North Africa

Course Code AR240

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
02/24/14	03/07/14	2 Weeks	0002
04/21/14	05/02/14	2 Weeks	0003

06/16/14 06/27/14 2 Weeks 0004

08/11/14 08/22/14 2 Weeks 0005

FY15

10/20/14 10/31/14 2 Weeks 0001

Additional FY15 schedule to be determined.

RUSSIA/EURASIA

Caucasus and Central Asia

Course Code AR282

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/23/13	10/23/13	1 Day	0001
02/26/14	02/26/14	1 Day	0002
04/23/14	04/23/14	1 Day	0003

06/18/14 06/18/14 1 Day 0004

08/13/14 08/13/14 1 Day 0005

FY15

10/22/14 10/22/14 1 Day 0001

Additional FY15 schedule to be determined.

Islam - The Rise of Religion in Eurasia

Course Code AR285

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	10/28/13	1 Day	0001
03/03/14	03/03/14	1 Day	0002
04/28/14	04/28/14	1 Day	0003
06/23/14	06/23/14	1 Day	0004
08/18/14	08/18/14	1 Day	0005
FY15			
10/27/14	10/27/14	1 Day	0001

Additional FY15 schedule to be determined.

Oil, Resources and Geopolitics of Eurasia

Course Code AR284

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/29/13	10/29/13	1 Day	0001
03/04/14	03/04/14	1 Day	0002
04/29/14	04/29/14	1 Day	0003
06/24/14	06/24/14	1 Day	0004
08/19/14	08/19/14	1 Day	0005
FY15			
10/28/14	10/28/14	1 Day	0001

Additional FY15 schedule to be determined.

Russia/Eurasia

Course Code AR281

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
02/24/14	03/07/14	2 Weeks	0002
04/21/14	05/02/14	2 Weeks	0003
06/16/14	06/27/14	2 Weeks	0004
08/11/14	08/22/14	2 Weeks	0005
FY15			
10/20/14	10/31/14	2 Weeks	0001

Additional FY15 schedule to be determined.

SUB-SAHARAN AFRICA

Sub-Saharan Africa

Course Code AR210

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
02/24/14	03/07/14	2 Weeks	0002
04/21/14	05/02/14	2 Weeks	0003

06/16/14	06/27/14	2 Weeks	0004
08/11/14	08/22/14	2 Weeks	0005
FY15			
10/20/14	10/31/14	2 Weeks	0001

Additional FY15 schedule to be determined.

WESTERN HEMISPHERE

Mexico Border

Course Code AR160

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/16/13	12/20/13	5 Days	0001
02/24/14	02/28/14	5 Days	0003

FY15 schedule to be determined.

Western Hemisphere

Course Code AR239

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
02/24/14	03/07/14	2 Weeks	0002
04/21/14	05/02/14	2 Weeks	0003
06/16/14	06/27/14	2 Weeks	0004
08/11/14	08/22/14	2 Weeks	0005
FY15			
10/20/14	10/31/14	2 Weeks	0001

Additional FY15 schedule to be determined.

Communication and Public Speaking

Better Office English: Oral

Course Code PK226

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0001
06/02/14	06/06/14	5 Days	0002

FY15 schedule to be determined.

Career Builders: Communication Skills

Course Code PK209

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/05/13	2 Days	0001
02/20/14	02/21/14	2 Days	0002

FY15 schedule to be determined.

Effective Speaking and Listening Skills

Course Code PK240

Schedule: Three days; 9:00 a.m. to 12:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/16/13	10/18/13	3 Days	0001
05/28/14	05/30/14	3 Days	0002
06/18/14	06/20/14	3 Days	0003

FY15 schedule to be determined.

Writing Skills I – Grammar Fundamentals

Course Code PK325

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0001
02/03/14	02/07/14	5 Days	0002
04/07/14	04/11/14	5 Days	0003
09/15/14	09/19/14	5 Days	0004

FY15 schedule to be determined.

Writing Skills II – Intermediate Business Writing

Course Code PK326 **F** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/22/13	5 Days	0001
03/24/14	03/28/14	5 Days	0002
05/05/14	05/09/14	5 Days	0003
09/22/14	09/26/14	5 Days	0004

FY15 schedule to be determined.

Writing Skills III – Advanced Business Writing

Course Code PK327 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/06/13	11/07/13	2 Days	0001
02/18/14	02/19/14	2 Days	0002
06/26/14	06/27/14	2 Days	0003
07/07/14	07/08/14	2 Days	0004

FY15 schedule to be determined.

Course Schedules

Computer and Communications System Technical Skills

Computer and Communications System Technical Skills

3.7x Satellite System Operations and Maintenance

Course Code YW431 **C**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Warrenton Training Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
01/06/14	01/10/14	5 Days	0003
03/03/14	03/07/14	5 Days	0005
03/31/14	04/04/14	5 Days	0006
04/28/14	05/02/14	5 Days	0007
06/16/14	06/20/14	5 Days	0009
07/14/14	07/18/14	5 Days	0010
08/11/14	08/15/14	5 Days	0011
09/08/14	09/12/14	5 Days	0012

FY15 schedule to be determined.

Avaya CallPilot System Administration

Course Code YW496 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/13	10/18/13	4 Days	0001*
12/16/13	12/20/13	5 Days	0002
02/03/14	02/07/14	5 Days	0003
03/10/14	03/14/14	5 Days	0004
03/31/14	04/04/14	5 Days	0005
05/05/14	05/09/14	5 Days	0006
06/30/14	07/03/14	4 Days	0007*
08/25/14	08/29/14	5 Days	0008
09/22/14	09/26/14	5 Days	0009

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Avaya (Nortel) Meridian 61C/IIC (CSI000M)

Course Code YW497 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/12/13	11/22/13	2 Weeks	0007*
01/21/14	01/31/14	2 Weeks	0002*
02/24/14	03/07/14	2 Weeks	0003
04/21/14	05/02/14	2 Weeks	0004
06/16/14	06/27/14	2 Weeks	0005
09/08/14	09/19/14	2 Weeks	0006

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Certified Information System Security Professional Review Seminar

Course Code YW762 **P**

Schedule: Two weeks; 8:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
02/24/14	03/07/14	2 Weeks	0002
06/16/14	06/27/14	2 Weeks	0003
08/04/14	08/15/14	2 Weeks	0004

FY15 schedule to be determined.

Classified Equipment Lifecycle Management

Course Code YW320 **C**

Schedule: Two days; 8:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

COMSEC and CRYPTO

Course Code YW226 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0009
11/12/13	11/15/13	4 Days	0001*
12/02/13	12/06/13	5 Days	0002
01/13/14	01/17/14	5 Days	0003
02/18/14	02/21/14	4 Days	0004*
04/07/14	04/11/14	5 Days	0005
06/02/14	06/06/14	5 Days	0006
07/28/14	08/01/14	5 Days	0007
09/22/14	09/26/14	5 Days	0008

FY15 schedule to be determined.

*Classes are not held on federal holidays.

CSI000 Database Administration Release 6.0 and Up

Course Code YW490 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/02/13	12/13/13	2 Weeks	0001
03/17/14	03/28/14	2 Weeks	0003
04/21/14	05/02/14	2 Weeks	0004
06/16/14	06/27/14	2 Weeks	0005
08/11/14	08/22/14	2 Weeks	0006

FY15 schedule to be determined.

CSI000 Release 7.5 Installation and Maintenance

Course Code YW491 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
02/10/14	02/14/14	5 Days	0001
04/14/14	04/18/14	5 Days	0002
09/15/14	09/19/14	5 Days	0003

FY15 schedule to be determined.

Current Installation Practices

Course Code YW203 **C**

Schedule: Three weeks; 8:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Diplomatic Telecommunications Service Satellite Communications, Introduction to

Course Code YW435 **C**

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have two weeks to complete this 40-hour course.

At Warrenton Training Center

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0001
11/18/13	11/22/13	5 Days	0002
12/16/13	12/20/13	5 Days	0003
01/27/14	01/31/14	5 Days	0004
02/24/14	02/28/14	5 Days	0005
03/24/14	03/28/14	5 Days	0006
04/21/14	04/25/14	5 Days	0007
05/19/14	05/23/14	5 Days	0008
06/16/14	06/20/14	5 Days	0009
07/21/14	07/25/14	5 Days	0010
08/18/14	08/22/14	5 Days	0011
09/22/14	09/26/14	5 Days	0012

On Internet:

Begin	End	Length	Section
10/14/13	10/25/13	2 Weeks	DL01
11/11/13	11/22/13	2 Weeks	DL02
12/09/13	12/20/13	2 Weeks	DL03
01/13/14	01/24/14	2 Weeks	DL04
02/10/14	02/21/14	2 Weeks	DL05
03/10/14	03/21/14	2 Weeks	DL06
04/14/14	04/25/14	2 Weeks	DL07
05/12/14	05/23/14	2 Weeks	DL08
06/09/14	06/20/14	2 Weeks	DL09
07/14/14	07/25/14	2 Weeks	DL10
08/11/14	08/22/14	2 Weeks	DL11
09/08/14	09/19/14	2 Weeks	DL12

FY15 schedule to be determined.

Duplexer Tuning and Installation

Course Code YW346 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

FAST Backup Communications

Course Code YW231 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

FASTNet Core Operations and Maintenance

Course Code YW303 **C P**

Schedule:
Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have three weeks to complete this 40-hour course.

At Warrenton Training Center

Begin	End	Length	Section
11/04/13	11/08/13	5 Days	0001
01/13/14	01/17/14	5 Days	0002
02/10/14	02/14/14	5 Days	0003
03/10/14	03/14/14	5 Days	0004
04/21/14	04/25/14	5 Days	0005
06/16/14	06/20/14	5 Days	0006
07/14/14	07/18/14	5 Days	0007
08/11/14	08/15/14	5 Days	0008
09/15/14	09/19/14	5 Days	0009

On Internet:

Begin	End	Length	Section
10/28/13	11/15/13	3 Weeks	DL01
03/24/14	04/11/14	3 Weeks	DL02
04/28/14	05/16/14	3 Weeks	DL03
05/26/14	06/13/14	3 Weeks	DL04
06/23/14	07/11/14	3 Weeks	DL05
07/28/14	08/15/14	3 Weeks	DL06
08/25/14	09/12/14	3 Weeks	DL07

FY15 schedule to be determined.

FASTNet Provisioning Bootcamp

Course Code YW305 **C P**

Schedule: Two weeks; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
12/02/13	12/13/13	2 Weeks	0001
03/24/14	04/04/14	2 Weeks	0002
06/16/14	06/27/14	2 Weeks	0003
09/15/14	09/26/14	2 Weeks	0004

FY15 schedule to be determined.

Federal Information Risk Assessment

Course Code YW610

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/13/14	01/17/14	5 Days	0001
04/28/14	05/02/14	5 Days	0002
07/07/14	07/11/14	5 Days	0003
08/25/14	08/29/14	5 Days	0004

FY15 schedule to be determined.

Information Resources Management Tradecraft

Course Code YW387 **C F R**

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
01/27/14	02/14/14	3 Weeks	0001
03/17/14	04/04/14	3 Weeks	0002
06/02/14	06/20/14	3 Weeks	0003
08/11/14	08/29/14	3 Weeks	0004

FY15 schedule to be determined.

IRM for New Employees, Introduction to

Course Code PS380

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/25/13	11/29/13	4 Days	0001*
02/18/14	02/21/14	4 Days	0002*
04/14/14	04/18/14	5 Days	0003
06/23/14	06/27/14	5 Days	0004

FY15 schedule to be determined.

*Classes are not held on federal holidays.

IRM Tradecraft for the Information Technology Manager

Course Code YW319 **C R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/24/14	03/07/14	2 Weeks	0001
07/21/14	08/01/14	2 Weeks	0002

FY15 schedule to be determined.

IT Business Case Part I

Course Code YW420 **P R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

IT Business Case Part II

Course Code YW421 **P R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

IT Disaster Recovery and Contingency Planning

Course Code YW263 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Frankfurt RIMC

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0017
03/04/14	03/07/14	4 Days	0018*
05/19/14	05/23/14	5 Days	0019
08/25/14	08/29/14	5 Days	0020

At Ft. Lauderdale RIMC

Begin	End	Length	Section
03/03/14	03/07/14	5 Days	0014
05/12/14	05/16/14	5 Days	0015
08/11/14	08/15/14	5 Days	0016

At Johannesburg

Begin	End	Length	Section
03/10/14	03/14/14	5 Days	0010
08/11/14	08/15/14	5 Days	0011

At Manila

Begin	End	Length	Section
02/18/14	02/21/14	4 Days	0012*
05/12/14	05/16/14	5 Days	0013

At Shultz Center

Begin	End	Length	Section
11/25/13	11/29/13	4 Days	0001*
12/16/13	12/20/13	5 Days	0002
02/03/14	02/07/14	5 Days	0003
02/24/14	02/28/14	5 Days	0004
03/31/14	04/04/14	5 Days	0005
05/19/14	05/23/14	5 Days	0006
07/14/14	07/18/14	5 Days	0007
08/11/14	08/15/14	5 Days	0008
09/08/14	09/12/14	5 Days	0009

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Course Schedules

Computer and Communications System Technical Skills

Local Emergency and Evacuation Network–VHF/UHF

Course Code YW268

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/13	10/18/13	4 Days	0011*
10/28/13	11/01/13	5 Days	0001
12/02/13	12/06/13	5 Days	0002
01/06/14	01/10/14	5 Days	0003
02/10/14	02/14/14	5 Days	0004
03/17/14	03/21/14	5 Days	0005
04/21/14	04/25/14	5 Days	0006
05/27/14	05/30/14	4 Days	0007*
06/30/14	07/03/14	4 Days	0008*
08/04/14	08/08/14	5 Days	0009
09/08/14	09/12/14	5 Days	0010

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Low Cost Satellite Terminal Operations and Maintenance

Course Code YW432 **C**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Warrenton Training Center

Begin	End	Length	Section
12/16/13	12/20/13	5 Days	0001
03/17/14	03/21/14	5 Days	0002
06/23/14	06/27/14	5 Days	0003
09/29/14	10/03/14	5 Days	0004

FY15 schedule to be determined.

Meridian Voice Mail

Course Code YW499 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Microsoft Exchange Server 2010

Course Code YW429 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Frankfurt RIMC

Begin	End	Length	Section
11/18/13	11/29/13	2 Weeks	0011*
02/18/14	02/28/14	2 Weeks	0012*
05/05/14	05/16/14	2 Weeks	0013
08/11/14	08/22/14	2 Weeks	0014

At Ft. Lauderdale RIMC

Begin	End	Length	Section
11/18/13	11/29/13	2 Weeks	0008*
02/18/14	02/28/14	2 Weeks	0009*
04/28/14	05/09/14	2 Weeks	0010

At Johannesburg

Begin	End	Length	Section
03/17/14	03/28/14	2 Weeks	0015

06/09/14 06/20/14 2 Weeks 0016
08/11/14 08/22/14 2 Weeks 0017
FY15 schedule to be determined.
At Manila

Begin	End	Length	Section
02/18/14	02/28/14	2 Weeks	0018*
05/19/14	05/30/14	2 Weeks	0019*

At Shultz Center

Begin	End	Length	Section
11/12/13	11/22/13	2 Weeks	0001*
01/27/14	02/07/14	2 Weeks	0002
03/03/14	03/14/14	2 Weeks	0007
03/17/14	03/28/14	2 Weeks	0003
04/28/14	05/09/14	2 Weeks	0004
06/02/14	06/13/14	2 Weeks	0005
07/28/14	08/08/14	2 Weeks	0020
09/02/14	09/12/14	2 Weeks	0006*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Nortel Business Communication Manager

Course Code YW297 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/09/13	12/20/13	2 Weeks	0001
03/03/14	03/14/14	2 Weeks	0002
05/12/14	05/23/14	2 Weeks	0003
08/18/14	08/29/14	2 Weeks	0004

FY15 schedule to be determined.

Regional Emergency and Evacuation Network–HF

Course Code: YW345 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0008
10/15/13	10/18/13	4 Days	0009*
11/12/13	11/15/13	4 Days	0011*
12/02/13	12/06/13	5 Days	0001
01/13/14	01/17/14	5 Days	0002
03/03/14	03/07/14	5 Days	0003
04/07/14	04/11/14	5 Days	0004
05/12/14	05/16/14	5 Days	0005
07/14/14	07/18/14	5 Days	0006
08/18/14	08/22/14	5 Days	0007

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Satellite Communication Terminals SC-3 and SC-7 Retrofit Operations and Maintenance

Course Code YW438 **C**

Schedule: Four days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
11/04/13	11/07/13	4 Days	0001
02/03/14	02/06/14	4 Days	0002
05/05/14	05/08/14	4 Days	0003
08/25/14	08/28/14	4 Days	0004

FY15 schedule to be determined.

SC-9 Satellite Terminal Operations

Course Code YW436 **C**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
FY12			
10/07/13	10/11/13	5 Days	0001
11/04/13	11/08/13	5 Days	0002
12/02/13	12/06/13	5 Days	0003
01/06/14	01/10/14	5 Days	0004
02/03/14	02/07/14	5 Days	0005
03/03/14	03/07/14	5 Days	0006
04/07/14	04/11/14	5 Days	0007
05/05/14	05/09/14	5 Days	0008
06/02/14	06/06/14	5 Days	0009
07/07/14	07/11/14	5 Days	0010
08/04/14	08/08/14	5 Days	0011
09/08/14	09/12/14	5 Days	0012

FY15 schedule to be determined.

SC-9 Satellite Terminal Troubleshooting

Course Code YW437 **C P**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.

At Warrenton Training Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
11/18/13	11/22/13	5 Days	0002
12/09/13	12/13/13	5 Days	0003
01/13/14	01/17/14	5 Days	0004
02/10/14	02/14/14	5 Days	0005
03/10/14	03/14/14	5 Days	0006
04/14/14	04/18/14	5 Days	0007
05/12/14	05/16/14	5 Days	0008
06/09/14	06/13/14	5 Days	0009
07/14/14	07/18/14	5 Days	0010
08/11/14	08/15/14	5 Days	0011
09/15/14	09/19/14	5 Days	0012

FY15 schedule to be determined.

Security*

Course Code YW261

Schedule: Eight days; 9:00 a.m. to 4:00 p.m.

At Frankfurt RIMC

Begin	End	Length	Section
02/18/14	02/27/14	8 Days	0008
04/07/14	04/16/14	8 Days	0009
08/11/14	08/20/14	8 Days	0010

At Shultz Center

Begin	End	Length	Section
10/15/13	10/24/13	8 Days	0001
12/02/13	12/11/13	8 Days	0002
01/21/14	01/30/14	8 Days	0003
03/03/14	03/12/14	8 Days	0004
04/07/14	04/16/14	8 Days	0005
06/16/14	06/25/14	8 Days	0006
07/21/14	07/30/14	8 Days	0007

FY15 schedule to be determined.

Simulated Operations

Course Code YW286 **C**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

FY14/15 schedule to be determined.

SMART System

Administrator: Messaging Operations

Course Code YW533 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0008
10/15/13	10/18/13	4 Days	0009*
11/12/13	11/15/13	4 Days	0011*
12/02/13	12/06/13	5 Days	0001
01/13/14	01/17/14	5 Days	0002
02/18/14	02/21/14	4 Days	0003*
04/07/14	04/11/14	5 Days	0004
06/09/14	06/13/14	5 Days	0005
07/28/14	08/01/14	5 Days	0006
09/22/14	09/26/14	5 Days	0007

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Supporting CA Systems and Applications

Course Code PS310 **F P R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Bangkok RIMC

Begin	End	Length	Section
01/27/14	01/31/14	5 Days	0011
02/03/14	02/07/14	5 Days	0012

At Frankfurt RIMC

Begin	End	Length	Section
03/10/14	03/14/14	5 Days	0007
03/17/14	03/21/14	5 Days	0008
07/14/14	07/18/14	5 Days	0009
07/21/14	07/25/14	5 Days	0010

At Johannesburg

Begin	End	Length	Section
06/02/14	06/06/14	5 Days	0013
06/09/14	06/13/14	5 Days	0014

At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
11/18/13	11/22/13	5 Days	0002
12/09/13	12/13/13	5 Days	0003
02/24/14	02/28/14	5 Days	0004
05/12/14	05/16/14	5 Days	0005
06/23/14	06/27/14	5 Days	0006

FY15 schedule to be determined.

Systems Administration in a Virtual Environment

Course Code YW458 **P R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001
12/02/13	12/13/13	2 Weeks	0002
01/06/14	01/17/14	2 Weeks	0003
02/10/14	02/21/14	2 Weeks	0004*
03/17/14	03/28/14	2 Weeks	0005
03/31/14	04/11/14	2 Weeks	0006
05/12/14	05/23/14	2 Weeks	0007
06/16/14	06/27/14	2 Weeks	0008
08/11/14	08/22/14	2 Weeks	0009
09/15/14	09/26/14	2 Weeks	0010

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Telephone, Basic

Course Code YW142 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/25/13	11/29/13	5 Days	0001*
01/13/14	01/17/14	5 Days	0002
04/14/14	04/18/14	5 Days	0003
07/14/14	07/18/14	5 Days	0004

FY15 schedule to be determined.

*Classes are not held on federal holidays.

VoIP, Introduction to

Course Code YW145

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/12/13	11/15/13	4 Days	0001*
02/10/14	02/14/14	5 Days	0002
04/07/14	04/11/14	5 Days	0003
07/21/14	07/25/14	5 Days	0004

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Web.PASS System

Administrator

Course Code YW425 **P R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001
01/27/14	01/31/14	5 Days	0003
04/14/14	04/18/14	5 Days	0005
07/28/14	08/01/14	5 Days	0006

FY15 schedule to be determined.

Windows 7 Administration

Course Code YW426

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Frankfurt RIMC

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0018
03/03/14	03/07/14	5 Days	0019
04/07/14	04/11/14	5 Days	0020
05/05/14	05/09/14	5 Days	0021
05/19/14	05/23/14	5 Days	0022
06/23/14	06/27/14	5 Days	0023
07/14/14	07/18/14	5 Days	0024
08/25/14	08/29/14	5 Days	0025

At Ft. Lauderdale RIMC

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0012
01/21/14	01/24/14	4 Days	0013*
03/31/14	04/04/14	5 Days	0014
05/19/14	05/23/14	5 Days	0015
07/21/14	07/25/14	5 Days	0016
08/18/14	08/22/14	5 Days	0017

At Johannesburg

Begin	End	Length	Section
03/17/14	03/21/14	5 Days	0026
06/23/14	06/27/14	5 Days	0027
08/04/14	08/08/14	5 Days	0028

At Manila

Begin	End	Length	Section
02/10/14	02/14/14	5 Days	0029
05/19/14	05/23/14	5 Days	0030

At Shultz Center

Begin	End	Length	Section
10/15/13	10/18/13	4 Days	0001*
12/09/13	12/13/13	5 Days	0002
02/10/14	02/14/14	5 Days	0003
03/17/14	03/21/14	5 Days	0004
03/31/14	04/04/14	5 Days	0005
04/21/14	04/25/14	5 Days	0006
05/12/14	05/16/14	5 Days	0007
06/23/14	06/27/14	5 Days	0008
07/07/14	07/11/14	5 Days	0009
08/04/14	08/08/14	5 Days	0010
09/15/14	09/19/14	5 Days	0011

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Course Schedules

Computer and Communications System Technical Skills – Computer End-User Skills

Windows Server 2008, Advanced

Course Code YW457 **P**

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Frankfurt RIMC

Begin	End	Length	Section
10/28/13	11/15/13	3 Weeks	0010*
01/27/14	02/14/14	3 Weeks	0011
03/10/14	03/28/14	3 Weeks	0012
04/14/14	05/02/14	3 Weeks	0013
06/02/14	06/20/14	3 Weeks	0014
07/21/14	08/08/14	3 Weeks	0015

At Ft. Lauderdale RIMC

Begin	End	Length	Section
10/28/13	11/15/13	3 Weeks	0016*
01/27/14	02/14/14	3 Weeks	0017
04/07/14	04/25/14	3 Weeks	0018
05/27/14	06/13/14	3 Weeks	0019*
06/30/14	07/18/14	3 Weeks	0020*

At Johannesburg

Begin	End	Length	Section
02/24/14	03/14/14	3 Weeks	0021
05/19/14	06/06/14	3 Weeks	0022*
07/21/14	08/08/14	3 Weeks	0023

At Manila

Begin	End	Length	Section
01/27/14	02/14/14	3 Weeks	0024
04/28/14	05/16/14	3 Weeks	0025

At Shultz Center

Begin	End	Length	Section
10/21/13	11/08/13	3 Weeks	0001
01/06/14	01/24/14	3 Weeks	0002*
02/10/14	02/28/14	3 Weeks	0004*
02/24/14	03/14/14	3 Weeks	0003
04/07/14	04/25/14	3 Weeks	0005
05/12/14	05/30/14	3 Weeks	0006*
07/07/14	07/25/14	3 Weeks	0007
08/11/14	08/29/14	3 Weeks	0008

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Computer End-User Skills

Adobe Connect - Managing Webinar Meeting Rooms

Course Code PS356 **P** **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/08/13	10/10/13	3 Days	0001
11/12/13	11/14/13	3 Days	0002
01/08/14	01/10/14	3 Days	0003
03/17/14	03/19/14	3 Days	0004
04/14/14	04/16/14	3 Days	0005
06/10/14	06/12/14	3 Days	0006
07/21/14	07/23/14	3 Days	0007
08/18/14	08/20/14	3 Days	0008
09/15/14	09/17/14	3 Days	0009

FY15 schedule to be determined.

Customized Applications Training (Two Hour)

Course Code PS323 **P**

Schedule: Contact the School of Applied Information Technology at 703-302-6752 to arrange schedule.

Customized Applications Training (Three Days)

Course Code PS324 **P**

Schedule: Contact the School of Applied Information Technology at 703-302-6752 to arrange schedule.

MS Access 2010 – Level One

Course Code PS771 **F** **P** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/13	10/16/13	2 Days	0001
11/25/13	11/26/13	2 Days	0002
03/11/14	03/12/14	2 Days	0003
04/15/14	04/16/14	2 Days	0004
05/27/14	05/28/14	2 Days	0005
07/28/14	07/29/14	2 Days	0006

FY15 schedule to be determined.

MS Access 2010 – Level Two

Course Code PS772 **F** **P** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/13	10/18/13	2 Days	0001
04/17/14	04/18/14	2 Days	0002
05/29/14	05/30/14	2 Days	0003

FY15 schedule to be determined.

MS Access 2010 - Microsoft Office Specialist

Course Code PS773 **F** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/06/14	01/10/14	5 Days	0001
08/18/14	08/22/14	5 Days	0002

FY15 schedule to be determined.

MS Excel 2010 – Level One

Course Code PS774 **F** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/23/13	10/24/13	2 Days	0001
11/12/13	11/13/13	2 Days	0002
12/09/13	12/10/13	2 Days	0003
12/30/13	12/31/13	2 Days	0004
01/21/14	01/22/14	2 Days	0005
02/03/14	02/04/14	2 Days	0006
03/04/14	03/05/14	2 Days	0007
03/31/14	04/01/14	2 Days	0008
04/28/14	04/29/14	2 Days	0009
05/19/14	05/20/14	2 Days	0010
06/16/14	06/17/14	2 Days	0011
06/30/14	07/01/14	2 Days	0012
07/31/14	08/01/14	2 Days	0013
09/02/14	09/03/14	2 Days	0014
09/22/14	09/23/14	2 Days	0015

FY15 schedule to be determined.

MS Excel 2010 – Level Two

Course Code PS775 **F** **P** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/02/13	10/03/13	2 Days	0001
11/14/13	11/15/13	2 Days	0002
01/02/14	01/03/14	2 Days	0003
01/23/14	01/24/14	2 Days	0004
03/06/14	03/07/14	2 Days	0005
04/30/14	05/01/14	2 Days	0006
05/21/14	05/22/14	2 Days	0007
07/02/14	07/03/14	2 Days	0008
09/04/14	09/05/14	2 Days	0009
09/24/14	09/25/14	2 Days	0010

FY15 schedule to be determined.

MS Excel 2010 – Microsoft Office Specialist

Course Code PS776 **F** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001
11/18/13	11/22/13	5 Days	0002
02/10/14	02/14/14	5 Days	0003
02/24/14	02/28/14	5 Days	0004
04/07/14	04/11/14	5 Days	0005
06/09/14	06/13/14	5 Days	0006
07/07/14	07/11/14	5 Days	0007
09/08/14	09/12/14	5 Days	0008

FY15 schedule to be determined.

MS Office Week 2010

Course Code PS789 **F R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0001
12/09/13	12/13/13	5 Days	0002
02/03/14	02/07/14	5 Days	0003
03/03/14	03/07/14	5 Days	0004
03/31/14	04/04/14	5 Days	0005
05/19/14	05/23/14	5 Days	0006
06/23/14	06/27/14	5 Days	0007
07/14/14	07/18/14	5 Days	0008
08/25/14	08/29/14	5 Days	0009
09/15/14	09/19/14	5 Days	0010

FY15 schedule to be determined.

MS Office Applications, Customized

Course Code PS322 **P**

Schedule: PS322 – Four hours
PS323 – Two hours
PS324 – Three days

Contact the School of Applied Information Technology at 703-302-6752 to arrange schedule.

MS Outlook 2010

Course Code PS788 **F R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/19/13	2 Days	0001
01/13/14	01/14/14	2 Days	0002
03/10/14	03/11/14	2 Days	0003
04/08/14	04/09/14	2 Days	0004
05/12/14	05/13/14	2 Days	0005
08/11/14	08/12/14	2 Days	0006

FY15 schedule to be determined.

MS Outlook 2010 – Microsoft Office Specialist

Course Code PS792 **F P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/08/13	5 Days	0001
12/02/13	12/06/13	5 Days	0002
01/27/14	01/31/14	5 Days	0003
03/24/14	03/28/14	5 Days	0004
06/16/14	06/20/14	5 Days	0005
07/21/14	07/25/14	5 Days	0006

FY15 schedule to be determined.

MS PowerPoint 2010 – Level One

Course Code PS777 **F R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	10/29/13	2 Days	0001
11/21/13	11/22/13	2 Days	0002
12/05/13	12/06/13	2 Days	0003
01/21/14	01/22/14	2 Days	0004
02/18/14	02/19/14	2 Days	0005
03/19/14	03/20/14	2 Days	0006
04/14/14	04/15/14	2 Days	0007
05/15/14	05/16/14	2 Days	0008
06/19/14	06/20/14	2 Days	0009
07/17/14	07/18/14	2 Days	0010
08/25/14	08/26/14	2 Days	0011

FY15 schedule to be determined.

MS PowerPoint 2010 – Level Two

Course Code PS778 **F P R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/30/13	10/31/13	2 Days	0001
01/23/14	01/24/14	2 Days	0002
04/16/14	04/17/14	2 Days	0003
08/27/14	08/28/14	2 Days	0004

FY15 schedule to be determined.

MS PowerPoint 2010 – Microsoft Office Specialist

Course Code PS779 **F P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
12/16/13	12/20/13	5 Days	0002
01/13/14	01/17/14	5 Days	0003
03/10/14	03/14/14	5 Days	0004
04/21/14	04/25/14	5 Days	0005
06/02/14	06/06/14	5 Days	0006
08/04/14	08/08/14	5 Days	0007

FY15 schedule to be determined.

MS Project 2010, Introduction

Course Code PS793 **F R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/06/13	3 Days	0001
01/15/14	01/17/14	3 Days	0002
02/19/14	02/21/14	3 Days	0003
05/12/14	05/14/14	3 Days	0004
06/23/14	06/25/14	3 Days	0005

07/14/14	07/16/14	3 Days	0006
08/18/14	08/20/14	3 Days	0007

FY15 schedule to be determined.

Microsoft Publisher 2010

Course Code PS790 **F P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/13	10/16/13	2 Days	0001
02/25/14	02/26/14	2 Days	0002
05/05/14	05/06/14	2 Days	0003
07/10/14	07/11/14	2 Days	0004

FY15 schedule to be determined.

MS SharePoint 2010 Business Process Automation

Course Code PS797 **F P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/09/13	10/11/13	3 Days	0001
11/25/13	11/27/13	3 Days	0002
01/08/14	01/10/14	3 Days	0003
02/11/14	02/13/14	3 Days	0004
04/07/14	04/09/14	3 Days	0005
04/21/14	04/23/14	3 Days	0006
06/02/14	06/04/14	3 Days	0007
07/17/14	07/21/14	3 Days	0008
08/11/14	08/13/14	3 Days	0009
09/05/14	09/09/14	3 Days	0010

FY15 schedule to be determined.

MS SharePoint 2010 – Business Users

Course Code PS795 **F R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
10/22/13	10/22/13	1 Day	0003
11/19/13	11/19/13	1 Day	0006

At Moscow

Begin	End	Length	Section
10/01/13	10/01/13	1 Day	0041

At Shultz Center

Begin	End	Length	Section
10/03/13	10/03/13	1 Day	0001
10/21/13	10/21/13	1 Day	0002
11/07/13	11/07/13	1 Day	0004
11/14/13	11/14/13	1 Day	0005
11/29/13	11/29/13	1 Day	0007
12/10/13	12/10/13	1 Day	0008
12/19/13	12/19/13	1 Day	0009
01/02/14	01/02/14	1 Day	0010
01/14/14	01/14/14	1 Day	0011
01/21/14	01/21/14	1 Day	0012
01/27/14	01/27/14	1 Day	0013

Course Schedules

Computer End-User Skills

02/05/14	02/05/14	1 Day	0014
02/18/14	02/18/14	1 Day	0015
02/24/14	02/24/14	1 Day	0016
03/04/14	03/04/14	1 Day	0017
03/14/14	03/14/14	1 Day	0018
03/24/14	03/24/14	1 Day	0019
04/01/14	04/01/14	1 Day	0020
04/02/14	04/02/14	1 Day	0021
04/10/14	04/10/14	1 Day	0022
04/15/14	04/15/14	1 Day	0023
04/29/14	04/29/14	1 Day	0024
05/06/14	05/06/14	1 Day	0025
05/16/14	05/16/14	1 Day	0026
05/27/14	05/27/14	1 Day	0027
06/10/14	06/10/14	1 Day	0028
06/18/14	06/18/14	1 Day	0029
06/26/14	06/26/14	1 Day	0030
07/07/14	07/07/14	1 Day	0031
07/11/14	07/11/14	1 Day	0032
07/22/14	07/22/14	1 Day	0033
07/28/14	07/28/14	1 Day	0034
08/05/14	08/05/14	1 Day	0035
08/22/14	08/22/14	1 Day	0036
08/29/14	08/29/14	1 Day	0037
09/12/14	09/12/14	1 Day	0038
09/18/14	09/18/14	1 Day	0039
09/22/14	09/22/14	1 Day	0040

FY15 schedule to be determined.

MS SharePoint 2010 – Site Owner

Course Code PS796 **F** **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Moscow

Begin	End	Length	Section
10/02/13	10/04/13	3 Days	0026

At Shultz Center

Begin	End	Length	Section
10/04/13	10/08/13	3 Days	0001
10/23/13	10/25/13	3 Days	0002
11/20/13	11/22/13	3 Days	0003
12/02/13	12/04/13	3 Days	0004
12/11/13	12/13/13	3 Days	0005
01/03/14	01/07/14	3 Days	0006
01/22/14	01/24/14	3 Days	0007
01/28/14	01/30/14	3 Days	0008
02/06/14	02/10/14	3 Days	0009
02/25/14	02/27/14	3 Days	0010
03/05/14	03/07/14	3 Days	0011
03/25/14	03/27/14	3 Days	0012
04/02/14	04/04/14	3 Days	0013
04/16/14	04/18/14	3 Days	0014
04/30/14	05/02/14	3 Days	0015
05/07/14	05/09/14	3 Days	0016
05/28/14	05/30/14	3 Days	0017
06/11/14	06/13/14	3 Days	0018
07/14/14	07/16/14	3 Days	0019
07/23/14	07/25/14	3 Days	0020
07/29/14	07/31/14	3 Days	0021
08/06/14	08/08/14	3 Days	0022

08/25/14	08/27/14	3 Days	0023
09/02/14	09/04/14	3 Days	0024
09/23/14	09/25/14	3 Days	0025

FY15 schedule to be determined.

MS Visio 2010: Business Process Diagramming

Course Code PS798 **F** **P** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/16/13	10/17/13	2 Days	0001
12/23/13	12/24/13	2 Days	0002
12/30/13	12/31/13	2 Days	0003
03/17/14	03/18/14	2 Days	0004
06/12/14	06/13/14	2 Days	0005
07/08/14	07/09/14	2 Days	0006
07/31/14	08/01/14	2 Days	0007

FY15 schedule to be determined.

MS Windows 7/Internet Explorer 8

Course Code PS791 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/18/13	10/18/13	1 Day	0001
02/14/14	02/14/14	1 Day	0002
03/28/14	03/28/14	1 Day	0003
06/06/14	06/06/14	1 Day	0004
08/01/14	08/01/14	1 Day	0005

FY15 schedule to be determined.

MS Word 2010 – Advanced

Course Code PS794 **F** **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
12/17/13	12/18/13	2 Days	0002
02/05/14	02/06/14	2 Days	0003
07/28/14	07/29/14	2 Days	0008

At Shultz Center

Begin	End	Length	Section
11/26/13	11/27/13	2 Days	0001
03/20/14	03/21/14	2 Days	0004
04/03/14	04/04/14	2 Days	0005
06/09/14	06/10/14	2 Days	0006
06/30/14	07/01/14	2 Days	0007
09/10/14	09/11/14	2 Days	0009

FY15 schedule to be determined.

SIPRNet in Department of State Environment

Course Code PS416 **C**

Schedule: Three hours; 9:00 a.m. to 12:00 p.m. or 1:00 p.m. to 4:00 p.m.

At Main State

Begin	End	Length	Section
11/06/13	11/06/13	3 Hours	0001
12/13/13	12/13/13	3 Hours	0002
02/13/14	02/13/14	3 Hours	0003
03/14/14	03/14/14	3 Hours	0004
05/13/14	05/13/14	3 Hours	0005
06/02/14	06/02/14	3 Hours	0006
08/15/14	08/15/14	3 Hours	0007
09/11/14	09/11/14	3 Hours	0008

FY15 schedule to be determined.

SMART End-User Training

Course Code PS531 **P** **R**

Classroom/DVC/Webinar

Schedule: Classroom, Webinar or DVC: Two hours; between 9:00 a.m. and 4:00 p.m.

At Main State

Begin	End	Length	Section
10/07/13	10/07/13	2 Hours	0001
11/06/13	11/06/13	2 Hours	0002
12/13/13	12/13/13	2 Hours	0003
01/07/14	01/07/14	2 Hours	0004
02/13/14	02/13/14	2 Hours	0005
03/14/14	03/14/14	2 Hours	0006
03/31/14	03/31/14	2 Hours	0007
05/13/14	05/13/14	2 Hours	0008
06/02/14	06/02/14	2 Hours	0009
07/10/14	07/10/14	2 Hours	0010
08/15/14	08/15/14	2 Hours	0011
09/11/14	09/11/14	2 Hours	0012

Webinar

Begin	End	Length	Section
10/02/13	10/02/13	2 Hours	DL01
11/05/13	11/05/13	2 Hours	DL02
12/13/13	12/13/13	2 Hours	DL03
01/24/14	01/24/14	2 Hours	DL04
02/21/14	02/21/14	2 Hours	DL05
03/27/14	03/27/14	2 Hours	DL06
04/18/14	04/18/14	2 Hours	DL07
05/21/14	05/21/14	2 Hours	DL08
06/27/14	06/27/14	2 Hours	DL09
07/11/14	07/11/14	2 Hours	DL10
08/25/14	08/25/14	2 Hours	DL11
09/26/14	09/26/14	2 Hours	DL12

FY15 schedule to be determined.

Consular Training

Advanced Consular Course

Course Code PC532 **P**

Schedule: Two weeks; 9:00 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/02/14	06/13/14	2 Weeks	0001
08/11/14	08/22/14	2 Weeks	0002

FY15 schedule to be determined.

Automated Systems for Consular Managers

Course Code PCI16 **P**

Schedule: Five days; 9:00 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
04/07/14	04/11/14	5 Days	0001
05/05/14	05/09/14	5 Days	0002
08/04/14	08/08/14	5 Days	0003

FY15 schedule to be determined.

Consular Country Coordinators Workshop

Course Code PC555 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Consular Course, Basic

Course Code PC530

Schedule: Thirty-one days; 8:15 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/07/13	11/20/13	31 Days	0001*
10/17/13	12/03/13	31 Days	0002*
10/28/13	12/12/13	31 Days	0003*
11/06/13	12/20/13	31 Days	0004*
11/18/13	01/13/14	31 Days	0005*
01/06/14	02/14/14	31 Days	0009*
01/13/14	02/21/14	31 Days	0010*
01/21/14	02/28/14	31 Days	0011*
01/27/14	03/07/14	31 Days	0012*
02/03/14	03/14/14	31 Days	0013*
02/10/14	03/21/14	31 Days	0014*
02/18/14	03/28/14	31 Days	0015
02/24/14	04/04/14	31 Days	0016
03/03/14	04/11/14	31 Days	0017
03/10/14	04/18/14	31 Days	0018
03/17/14	04/25/14	31 Days	0019
03/24/14	05/02/14	31 Days	0020
03/31/14	05/09/14	31 Days	0021
04/07/14	05/16/14	31 Days	0022
04/14/14	05/23/14	31 Days	0023
04/21/14	05/30/14	31 Days	0024*
04/28/14	06/06/14	31 Days	0025*

05/05/14	06/13/14	31 Days	0026*
05/12/14	06/20/14	31 Days	0027*
05/19/14	06/27/14	31 Days	0028*
05/27/14	07/03/14	31 Days	0029
06/02/14	07/11/14	31 Days	0030*
06/09/14	07/18/14	31 Days	0031*
06/16/14	07/25/14	31 Days	0032*
06/23/14	08/01/14	31 Days	0033*
06/30/14	08/08/14	31 Days	0034*
07/07/14	08/15/14	31 Days	0035
07/14/14	08/22/14	31 Days	0036
07/21/14	08/29/14	31 Days	0037
07/28/14	09/05/14	31 Days	0038*
08/04/14	09/12/14	31 Days	0039*
08/11/14	09/19/14	31 Days	0040*
08/18/14	09/26/14	31 Days	0041*
08/25/14	10/03/14	31 Days	0042*
09/02/14	10/10/14	31 Days	0043
09/08/14	10/17/14	31 Days	0044*
09/15/14	10/24/14	31 Days	0045*
09/22/14	10/31/14	31 Days	0046*
09/29/14	11/07/14	31 Days	0047*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Consular Fundamentals for Mid-level Officers

Course Code PC546

Schedule: Two weeks; 8:15 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/17/14	03/28/14	2 Weeks	0001
06/16/14	06/27/14	2 Weeks	0002

FY15 schedule to be determined.

Consular Leadership Development Course

Course Code PCI08 **N**

Schedule: Five days; 9:00 a.m. to 5:00 p.m.
At Garmisch

Begin	End	Length	Section
01/27/14	01/31/14	5 Days	0004

At Johannesburg

Begin	End	Length	Section
04/14/14	04/18/14	5 Days	0007

At Kuala Lumpur

Begin	End	Length	Section
02/17/14	02/21/14	4 Days	0005*

At San Jose

Begin	End	Length	Section
03/17/14	03/21/14	5 Days	0006

At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001

05/05/14	05/09/14	5 Days	0008
09/08/14	09/12/14	5 Days	0009

At Tallinn

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0003

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Consular Namechecking and Identity Recognition Techniques Overview, Advanced

Course Code PCI26A **P**

Schedule: Two days; 9:00 a.m. to 5:00 p.m.
FY14/15 schedule to be determined.

Consular Section Chief Basics

Course Code PC550 **P**

Schedule: Two weeks; 9:00 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/24/14	04/04/14	2 Weeks	0001
05/12/14	05/23/14	2 Weeks	0002
07/21/14	08/01/14	2 Weeks	0003

FY15 schedule to be determined.

Consular Training for Principal Officers

Course Code PCI45 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/23/14	06/23/14	1 Day	0001
08/04/14	08/04/14	1 Day	0002

FY15 schedule to be determined.

Consular Training Segments

Course Codes PC535-538

Schedule: 8:15 a.m. to 5:00 p.m.
PC535 – Seven days
PC536 – Six days
PC537 – Six days
PC538 – Twelve days

Contact FSIC@state.gov for additional information.

FY14/15 schedule to be determined.

Fraud Prevention for Consular Managers

Course Code PC541

Schedule: Five days; 9:00 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/22/13	5 Days	0001
01/13/14	01/17/14	5 Days	0002
03/03/14	03/07/14	5 Days	0003
05/19/14	05/23/14	5 Days	0004
07/07/14	07/11/14	5 Days	0005
08/04/14	08/08/14	5 Days	0006

FY15 schedule to be determined.

Course Schedules

Consular Training

Management Tools for Passport Supervisors

Course Code PC565

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY15 schedule to be determined.

National Training Program

Course Code PC562 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Charleston

Begin	End	Length	Section
04/21/14	05/02/14	2 Weeks	0003

At Portsmouth National Passport Center

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	0001

At Tuscon

Begin	End	Length	Section
12/02/13	12/13/13	2 Weeks	0002

FY15 schedule to be determined.

National Training Program, Intermediate

Course Code PC563

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Atlanta

Begin	End	Length	Section
02/10/14	02/14/14	5 Days	0024

At Charleston

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0003

07/21/14	07/25/14	5 Days	0016
08/04/14	08/08/14	5 Days	0017

At Charleston Passport Center

Begin	End	Length	Section
01/27/14	01/31/14	5 Days	0023

At Houston

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0002

10/28/13	11/01/13	5 Days	0013
11/18/13	11/22/13	5 Days	0015

At Minneapolis

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0008

At Portsmouth National Passport Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0009

12/02/13	12/06/13	5 Days	0007
01/06/14	01/10/14	5 Days	0019

01/13/14	01/17/14	5 Days	0025
02/03/14	02/07/14	5 Days	0020

03/03/14	03/07/14	5 Days	0021
03/17/14	03/21/14	5 Days	0022

At Seattle Passport Agency

Begin	End	Length	Section
03/17/14	03/21/14	5 Days	0014

At Tuscon

Begin	End	Length	Section
11/04/13	11/08/13	5 Days	0004

01/06/14	01/10/14	5 Days	0010
01/13/14	01/17/14	5 Days	0011

At Washington, DC

Begin	End	Length	Section
11/04/13	11/08/13	5 Days	0005

08/11/14	08/15/14	5 Days	0018
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FY15 schedule to be determined.

Orientation to Overseas Consular and Duty Officer Responsibilities

Course Code PC105

Schedule: Three days; 9:00 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/07/13	10/09/13	3 Days	0001

10/21/13	10/23/13	3 Days	0002
11/04/13	11/06/13	3 Days	0003

11/25/13	11/27/13	3 Days	0004
12/02/13	12/04/13	3 Days	0005

12/16/13	12/18/13	3 Days	0006
01/27/14	01/29/14	3 Days	0007

02/10/14	02/12/14	3 Days	0008
02/24/14	02/26/14	3 Days	0009

03/10/14	03/12/14	3 Days	0010
03/24/14	03/26/14	3 Days	0011

04/07/14	04/09/14	3 Days	0012
04/21/14	04/23/14	3 Days	0013

05/05/14	05/07/14	3 Days	0014
05/19/14	05/21/14	3 Days	0015

06/02/14	06/04/14	3 Days	0016
06/16/14	06/18/14	3 Days	0017

07/07/14	07/09/14	3 Days	0018
07/21/14	07/23/14	3 Days	0019

08/04/14	08/06/14	3 Days	0020
08/18/14	08/20/14	3 Days	0021

09/08/14	09/10/14	3 Days	0022
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FY15 schedule to be determined.

Orientation to Passport Adjudication for Non-Specialists

Course Code PC560

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Washington, DC PPT

Begin	End	Length	Section
02/10/14	02/14/14	5 Days	0001

05/12/14	05/16/14	5 Days	0002
08/04/14	08/08/14	5 Days	0003

FY15 schedule to be determined.

Overseas Citizen Services Issues for Mid-Level Consular Officers

Course Code PC558 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/08/13	5 Days	0001

01/13/14	01/17/14	5 Days	0002
03/10/14	03/14/14	5 Days	0003

05/12/14	05/16/14	5 Days	0004
07/14/14	07/18/14	5 Days	0005

08/18/14	08/22/14	5 Days	0006
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FY15 schedule to be determined.

Passport and Nationality for Domestic Adjudicators

Course Code PC536B

Schedule: Four days; 8:15 a.m. to 5:00 p.m.
At Charleston Passport Center

09/22/14	09/25/14	4 Days	0007
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At Dallas

Begin	End	Length	Section
12/09/13	12/12/13	4 Days	0002

At Houston

01/13/14	01/16/14	4 Days	0004
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08/05/14	08/08/14	4 Days	0005
08/11/14	08/14/14	4 Days	0006

At Tucson

12/16/13	12/19/13	4 Days	0003
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FY15 schedule to be determined.

Passport Management Essentials

Course Code PC564 **P**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Washington, D.C.

Begin	End	Length	Section
01/27/14	01/30/14	4 Days	0001

FY15 schedule to be determined.

Potentially Fraudulent Birth Documents

Course Code PC561

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Charleston, SC

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0001

01/13/14	01/17/14	5 Days	0002
07/14/14	07/18/14	5 Days	0003

FY15 schedule to be determined.

Regional Consular Officers Workshop

Course Code PC114

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001

FY15 schedule to be determined.

Symposium for Supervisory Passport Specialists

Course Code PC566

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Charleston

Begin	End	Length	Section
06/02/14	06/06/14	5 Days	0003

At Portsmouth National Passport Center

Begin	End	Length	Section
11/18/13	11/22/13	5 Days	0001
05/05/14	05/09/14	5 Days	0002

FY15 schedule to be determined.

Visa Issues for Mid-Level Consular Officers

Course Code PC557 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0001
12/09/13	12/13/13	5 Days	0002
02/10/14	02/14/14	5 Days	0003
04/21/14	04/25/14	5 Days	0004
06/09/14	06/13/14	5 Days	0005
08/11/14	08/15/14	5 Days	0006

FY15 schedule to be determined.

Consular FSN and Consular Agents

Consular Agents' Workshop

Course Code PC107 **N** **P**

Schedule: Five days; 8:30 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/15/13	2 Weeks	0001*

Section 0001 is a special 2 week session.

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Fraud Prevention Workshop for Foreign Service Nationals

Course Code PC542 **N**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/16/13	12/20/13	5 Days	0001
02/10/14	02/14/14	5 Days	0002
04/07/14	04/11/14	5 Days	0003
06/16/14	06/20/14	5 Days	0004

FY15 schedule to be determined.

Regional Workshop for Senior Consular Foreign Service Nationals

Course Code PC106 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0001
01/27/14	01/31/14	5 Days	0002
08/25/14	08/29/14	5 Days	0003
09/15/14	09/19/14	5 Days	0004

FY15 schedule to be determined.

Workshop for American Citizen Services Foreign Service Nationals

Course Code PC122 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/22/13	5 Days	0001
02/24/14	02/28/14	5 Days	0002

FY15 schedule to be determined.

Workshop for Immigrant Visa Foreign Service Nationals

Course Code PC123 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
04/28/14	05/02/14	5 Days	0001
09/22/14	09/26/14	5 Days	0002

FY15 schedule to be determined.

Workshop for Non-Immigrant Visa Foreign Service Nationals

Course Code PC121 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0001
03/24/14	03/28/14	5 Days	0002

FY15 schedule to be determined.

Distance Learning

“Distance Learning” is defined as any formal coursework for which credit is granted where the instructor and student are separated geographically or where there may not be an instructor at all; however, instructional tools are built into the course. Distance Learning may be “synchronous” (i.e., live, real-time course delivery using a variety of communication modes) or “asynchronous” (i.e., any training where interaction is delayed, there is no direct interaction with an instructor, and content is accessible 24/7).

Unless noted with one of the symbols below, most FSI distance learning training is offered on the FSI LearnCenter via the Internet on a self-paced basis. Students have 90 days to complete courses.

D DVC: Instruction provided via a scheduled “digital video conference,” allowing for real-time communication between students and the instructor using a two-way audio, two-way video feed. Multiple visuals can also be incorporated such as PowerPoint and video, making this delivery method one of the most interactive available.

I Internet: Instruction is provided via the Internet, but not on the FSI LearnCenter.

M LearnCenter, Mentored Training: Instruction is provided via the Internet on the FSI LearnCenter; courses are mentored by a FSI instructor. Students begin and end training as a group and complete assignments and/or exams according to a set training schedule. In most cases, all communication between instructor and student is electronic, as is the submission of assignments and examinations.

O OpenNet: Instruction is provided via the Department of State’s OpenNet.

W Webinar: Instruction is provided via the Department of State’s OpenNet, generally as a presentation, lecture, workshop or seminar, according to an established training schedule. Students login from their computers to take part in the webinar.

FasTrac Distance Learning Program				
Course Code/Course Title		Est. Time		
FasTrac Distance Learning Program		Varies by course		
Area Studies				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
AR940 Egypt: Cultural Interactions and Connections		1½ hours	AR965 Ukraine: Cultural Interactions and Connections	1½ hours
AR950 Russia: Cultural Interactions and Connections		1½ hours		
Computer and Communications Systems Technology Skills				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
YW600 Data Networks, Introduction to I C		40 hours	YW302 FASTNet Post Operations and Maintenance C I	40 hours
YW435 Diplomatic Telecommunications Service Satellite Communications, Introduction to I C CL		40 hours	YW463 IT Contingency Planning	6 hours
YW280 Emergency and Evacuation Radio Skills, Basic R		1 hour	YW141 Telephone Security, Introduction to C I P	1 hour
YW303 FASTNet Core Operations and Maintenance C I CL P		40 hours		
Computer End-User Training				
Course Code/Course Title		Est. Time	Course Code/Course Title	Est. Time
PS784 MS Office 2010: Excel – Mentored, Advanced F M P		6 weeks	PS787 MS Office 2010: Word – Mentored, Advanced F M P	6 weeks
PS780 MS Office 2010: Excel – Mentored, Beginning F M P		6 weeks	PS783 MS Office 2010: Word – Mentored, Beginning F M P	6 weeks
PS785 MS Office 2010: Outlook – Mentored, Advanced F M P		6 weeks	PS531 SMART End-User Training CL D P R W	2 hours
PS781 MS Office 2010: Outlook – Mentored, Beginning F M P		6 weeks	PS530 SMART Messaging: A Course for Users O P R	1 hour
PS786 MS Office 2010: PowerPoint–Mentored, Advanced F M P		6 weeks	PS532 SMART Messaging: A Course for System Administrators R	2 hours
PS782 MS Office 2010: PowerPoint–Mentored, Beginning F M P		6 weeks		

Consular Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PC417 Accounting for Consular Fees: Training for the ACO	3 hours	PC545 Examining U.S. Passports R	2 hours
PC419 Collecting Consular Fees: Training for the Consular Cashier	3 hours	PC402 Immigrant Visa Petitions and Revocation Guidance	3 hours
PC406 Combating Trafficking in Persons	2 hours	PC102 Immigration Law and Visa Operations	10 hours
PC418 Consular Fees: Training for the Consular Agent	3 hours	PC103 Nationality Law and Consular Procedures	10 hours
PC533 Consular Management Basics	3 hours	PC401 Nonimmigrant Visa Petitions and Revocation Guidance	1½ hours
PC400 Consular Management Controls	3 hours	PC104 Overseas Citizens Services	10 hours
PC120 Consular Task Force Basics	1½ hours	PC441 Passport Data Security Awareness	1 hour
PC544 Detecting Fraudulent Documents R	1½ hours	PC440 Processing Security Advisory Opinions	2½ hours
PC128 Detecting Imposters R	1½ hours		

Economics Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PE424 Commercial Tradecraft, Introduction to	2 hours	PE342 Intellectual Property Rights: Patents and Undisclosed Information R	2 hours
PE339 Intellectual Property Rights: Copyright and Related Rights R	2 hours	PE343 Intellectual Property Rights: Trademarks R	2 hours
PE338 Intellectual Property Rights: Core Course	3 hours	PE340 Intellectual Property Rights: Traditional Knowledge and Expressions R	2 hours
PE341 Intellectual Property Rights: Geographical Indications R	2 hours	PE224 International Trade, Basics of	1 hour
PE344 Intellectual Property Rights: Industrial Designs R	2 hours	PE223 World Trade Organization History and Core Principles	2 hours

Language Training

Express Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LAD420 Arabic Express I Part 1 M	14 weeks	LHC420 Haitian Creole Express Part 1 M	14 weeks
LAD421 Arabic Express I Part 2 M P	14 weeks	LHC421 Haitian Creole Express Part 2 M P	14 weeks
LAD422 Arabic Express II Part 1 M P	14 weeks	LJA420 Japanese Express I Part 1 M	14 weeks
LAD423 Arabic Express II Part 2 M P	14 weeks	LJA421 Japanese Express I Part 2 M P	14 weeks
LAD424 Arabic Express II Part 3 M P	14 weeks	LPU420 Pashto Express I Part 1 M	14 weeks
LAD425 Arabic Express III M P	14 weeks	LPU421 Pashto Express I Part 2 M P	14 weeks
LCM420 Chinese (Mandarin) Express I Part 1 M	14 weeks	LPL420 Polish Express I Part 1 M	14 weeks
LCM421 Chinese (Mandarin) Express I Part 2 M P	14 weeks	LPL421 Polish Express I Part 2 M P	14 weeks
LPG420 Dari Express Part 1 M	14 weeks	LPY420 Portuguese Express I Part 1 M	14 weeks
LPG421 Dari Express Part 2 M P	14 weeks	LPY421 Portuguese Express I Part 2 M P	14 weeks
LFR420 French (Sub-Saharan) Express I Part 1 M	14 weeks	LRU420 Russian Express I Part 1 M	14 weeks
LFR421 French (Sub-Saharan) Express I Part 2 M P	14 weeks	LRU421 Russian Express I Part 2 M P	14 weeks
LGM420 German Express I Part 1 M	14 weeks	LQB420 Spanish Express I Part 1 M	14 weeks
LGM421 German Express I Part 2 M P	14 weeks	LQB421 Spanish Express I Part 2 M P	14 weeks
LGR420 Greek Express I Part 1 M	14 weeks	LUR420 Urdu Express Part 1 M	14 weeks
LGR421 Greek Express I Part 2 M P	14 weeks	LUR421 Urdu Express Part 2 M P	14 weeks

Intermediate Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LFR425 French, Intermediate Part 1 M P	14 weeks	LQB425 Spanish, Intermediate Part 1 M P	14 weeks
LFR426 French, Intermediate Part 2 M P	14 weeks	LQB426 Spanish, Intermediate Part 2 M P	14 weeks

Introductory Language

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LKP410 Korean Introductory Part 1 M	14 weeks	LPF411 Persian (Farsi) Introductory I Part 2 M P	14 weeks
LKP411 Korean Introductory Part 2 M P	14 weeks	LPF412 Persian (Farsi) Introductory II Part 1 M P	14 weeks
LPF410 Persian (Farsi) Introductory I Part 1 M	14 weeks	LPF413 Persian (Farsi) Introductory II Part 2 M P	14 weeks

Course Schedules

Distance Learning

Language Conversion			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LPL460 Russian to Polish Conversion Part 1 M P	14 weeks	LPY460 Spanish to Portuguese Conversion Part 1 M P	14 weeks
LPL461 Russian to Polish Conversion Part 2 M P	14 weeks	LPY461 Spanish to Portuguese Conversion Part 2 M P	14 weeks
Language for Consular Tradecraft			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LRU440 Russian for Consular Tradecraft M P	14 weeks	LQB440 Spanish for Consular Tradecraft M P	14 weeks
Language for Diplomatic Security Agents			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LQB441 Spanish for Diplomatic Security Agents M	14 weeks		
Language Testing			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PLP400 Language Testing at Post	1 hour		
Listening Comprehension			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LFR430 French Listening Comprehension M P	14 weeks	LQB430 Spanish Listening Comprehension M P	14 weeks
Other Language Courses			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LAI490 Arabic (Iraqi) M	14 weeks		
Out and About in			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
L_510 Out and About in [City]	8 hours		
People to People			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LRU445 People to People Advanced Russian I M P	14 weeks	LRU446 People to People Advanced Russian II M P	14 weeks
Post Language Program			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PLP100 Post Language Officer Course	12 hours	PLP200 Post Language Teacher Orientation	10 hours
Reading Maintenance			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
LAD401 Arabic Reading Maintenance M P	12 weeks	LPY401 Portuguese Reading Maintenance M P	12 weeks
LCM401 Chinese (Mandarin) Reading Maintenance M P	12 weeks	LRU401 Russian Reading Maintenance M P	12 weeks
LFR402 French Reading Maintenance, Volume II M P	12 weeks	LRU402 Russian Reading Maintenance B M P	12 weeks
LPL401 Polish Reading Maintenance M P	12 weeks	LQB401 Spanish Reading Maintenance M P	12 weeks
Distance Learning Language Resources			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
SR041 FSI Online Language Resource Library	Self-Study	SR042 Rosetta Stone Language Training	Self-Study
Leadership and Management Training			
Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PD533 Crisis Management Exercise, Overseas CL D	4 hours	PD541 Floor Wardens and Monitors	1½ hours
PD534 Crisis Management Overview, Overseas CL D	2 hours	PT401 No FEAR Act Training	1½ hours
PD543 Emergency Action Committee	2 hours	PT450 Working with Returnees from High-Stress Posts D W	1½ hours

Management Tradecraft Training

Acquisition, Contracting and Procurement Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA296 How to Be Contracting Officer's Representative P	40 hours	PA229 Simplified Acquisition Procedures P	15 hours
EX100 Mission Support Planning (DAU DL Contracting Course)	21 hours	PA421 Web.PASS Procurement: Basic Overview P	2 hours
PA340 Overseas Contracting Officer Update Training P	16 hours	PA425 Web.PASS Procurement: Contracting Officer P	2 hours
PA299 Purchase Card Program Coordinator Training	2 hours	PA422 Web.PASS Procurement: Procurement Department P	4 hours
PA297 Purchase Card Self-Certification Training	4 hours		

Facility Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA486 Personal Protective Equipment	3½ hours	PA489 Security Classification Guide Training	3 hours
PA526 ProjNet SM Facilitating Design and Construction Communication	5 hours	PA438 Web.PASS Work Order for Windows	4½ hours
PA485 Safety, Health and Environment, Introduction to	2 hours		

Financial Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA461 eAllowances: Per Diem	1 hour	GFS10 Reading and Understanding Fiscal Data	4 hours
PA462 eAllowances: Retail Price Schedule P	1 hour	PA480 Voucher Examiner Course	40 hours
PA367 Federal Assistance Financial Management, Overview of	1½ hours	PA423 Web.PASS Procurement: Accounting Department	3 hours
PA291 How to Be a Certifying Officer	40 hours	PA424 Web.PASS Procurement: Financial Management Officer P	2 hours
PA463 Post Allowance: Retail Price Collecting	1 hour	PA427 Web.PASS Procurement: Vouchering Department P	2 hours
PA300 Purchase Card Designated Billing Official Training	2 hours	PA368 WebRABIT State Program and PD Budget Preparation Tool	2 hours

General Services Operations Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA419 Motor Pool Management Overseas	2½ hours	PA474 VIP Visits: Funding and Procurement W	1 hour
PA169 Property Management for Custodial Officers	20 hours	PA436 Web.PASS Expendable Supplies: Basic Recordkeeping	3 hours
PA420 Real Property Management	1½ hours	PA437 Web.PASS Expendable Supplies: Inventory Management and Reports	3 hours
PA244 Travel Policy and Procedures at Post	8 hours	PA426 Web.PASS Procurement: Receiving Department	2 hours
PA475 VIP Visits: Basic Managing Hotels and Control Rooms W	1½ hours	PA429 Web.PASS Vehicle Registration and Maintenance	3 hours
PA476 VIP Visits: Effective Transportation, Motorcade and Baggage Support W	1½ hours		

Human Resources Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA454 Annual Ethics Training	1 hour	PA240 Measuring Performance	1 hour
PA447 Disability and Reasonable Accommodations	1 hour	PA446 Mission Classification Online Tutorial	2 hours
PA449 ePerformance for Civil Service	1½ hours	PA495 Performance Management and Evaluation, Civil Service	1½ hours
PA448 ePerformance for Foreign Service	1½ hours	PA497 Performance Management and Evaluation, Foreign Service	1½ hours
PA456 Ethics—Financial Disclosure Initial Reviewer Training	1 hour	PA496 Performance Management and Evaluation, Locally Employed Staff	1½ hours
PA451 Ethics Orientation for New Employees O	1 hour	EX500 Uniformed Services Employment and Reemployment Rights Act	1 hour
PA453 Ethics Orientation for New Locally Employed Staff	1 hour	PA432 Web.PASS Post Personnel: American Track	3 hours
PA452 Ethics Orientation for New Special Government Employees O	1 hour	PA431 Web.PASS Post Personnel: Local Track	3 hours
PA487 Evacuation Management System, Introduction to the	1 hour		

Logistics Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA364 ILMS Asset Management – Basic Property Recordkeeping (Domestic) P R	16 hours	PA363 ILMS Asset Management – Property Reconciliation Process (Domestic) P R	16 hours
PA366 ILMS Asset Management – Basic Property Recordkeeping (Overseas) P	24 hours	PA365 ILMS Asset Management – Property Reconciliation Process (Overseas) P	16 hours

Course Schedules

Distance Learning

PA390 ILMS Domestic Unclassified DPM P	2 hours	PA376 ILMS Overseas Ariba Requester Training P	1 hour
PA391 ILMS Overseas Ariba Accountant	2 hours	PA371 ILMS Overseas Ariba Voucher Examiner P	1 hour
PA377 ILMS Overseas Ariba Approver Training P	1 hour	PA372 ILMS Overseas Ariba Watcher Training P	1 hour
PA387 ILMS Overseas Ariba Management	2 hours	PA389 ILMS Overseas Classified DPM	2 hours
PA369 ILMS Overseas Ariba Non-Serviced Agency Training P	1 hour	PA388 ILMS Overseas Unclassified Diplomatic Pouch and Mail	2 hours
PA392 ILMS Overseas Ariba Procurement	2 hours	PA360 Supply Chain Management, Introduction to R	4 hours
PA370 ILMS Overseas Ariba Purchase Card Holder Training P	1 hour		

Management Tradecraft Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA199 E2 Solutions: Online Booking Engine P	2 hours	PA471 eCountry Clearance: Requestor	½ hour
PA195 E2 Solutions: System Administrator	1 hour	RP401 Foreign Service National Leadership	40 hours
PA198 E2 Solutions: Travel Approver R	2 hours	PA164 Management Controls	20 hours
PK196 E2 Solutions: Travel Arranger R	1½ hours	PA404 Post Duty Officer Responsibilities, Introduction to	2 hours
PK197 E2 Solutions: Traveler R	1½ hours	PA459 Protecting Personally Identifiable Information	2 hours
PA472 eCountry Clearance: Approver	½ hour	PA428 Web.PASS Visitor Management P	3 hours
PA473 eCountry Clearance: Post Administrator	½ hour		

Office Management Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PK323 Classified and Sensitive but Unclassified Information: Identifying and Marking	1½ hours	PK324 TAGS and Terms	2 hours
PK207 Files and Records Management R CL	2 hours	PK195 Travel Policies and Procedures for Domestic Offices	4 hours

Orientation Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PN435 Department of State: History, Authorities and the Interagency Process	1½ hour	PN113 Working in an Embassy, Introduction to	5 hours
PN410 Orientation for Locally Employed Staff	2 hour		

Overseas Living Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PA490 Communication Liaison Office Responsibilities, Introduction to the	2 hours		

Political Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PE426 Development in Diplomacy and Foreign Policy	2 hours	PP410 INVEST: Leahy Vetting at Post	1½ hours
PP425 Foreign Assistance Program Monitoring and Evaluation R	2 hours	PP411 INVEST: Leahy Vetting in Washington	1½ hours
PP422 INL Contract Administration, Procurement Policies and Procedures	5 hours	PP450 Middle East Partnership Initiative Project Officer	2 hours
PP421 INL Financial Management R	2 hours	PP430 Preparing for an International Organization Meeting	1½ hours
PP420 INL Program and Project Management I R	2 hours	PP440 Public-Private Partnerships P	5 hours

Public Diplomacy Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PY460 Digital Technology for Diplomacy	2 hours	PY432 Media Monitoring and Reporting	2 hours
PY441 Fulbright Program, Introduction to the	3 hours	PY431 Mission Press Office	4 hours
PY442 Fulbright Program Planning P	3 hours	PY222 Monitoring Grants and Cooperative Agreements P CL	16 hours
PY220 Grants and Cooperative Agreements, Introduction to CL	24 hours	PY402 Strategic Planning for Public Diplomacy	4 hours
PY424 Managing the International Visitor Leadership Program at Post	8 hours	PY440 Understanding International Cultural Heritage	4 hours
PY422 Managing Public Diplomacy Resources	3 hours	PY462 Visual Diplomacy: Engaging Audiences Through Photos and Video	3 hours
PY444 Managing U.S. Fulbright Student and Scholar Programs at Post R	3 hours	PY433 Writing for the Media	3 hours
PY443 Managing Visiting Fulbright Student and Scholar Programs at Post R	3 hours		

Security Training

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PS830 Active Defense: An Executive's Guide to Information Assurance	1 hour	EX200 Information Sharing Environment	½ hour
PS800 Cyber Security Awareness O	1 hour	PS820 Personal Identity Verification Module 2	2 hours
PD538 Domestic Emergency Management	½ hour	MQ912 Security Overseas Seminar, Advanced P	6 hours

Training Skills

Course Code/Course Title	Est. Time	Course Code/Course Title	Est. Time
PD551 Writing Specific Objectives	1 hour		

Distance Learning Scheduled Courses

Computer and Communications System Technical Skill

Data Networks, Introduction to

Course Code YW600 **C** **I**
Online

Schedule: Students have 10 days to complete this 40-hour course.

Begin	End	Length	Section
10/21/13	11/01/13	2 Weeks	DL01
11/18/13	11/29/13	2 Weeks	DL02
12/16/13	12/27/13	2 Weeks	DL03
01/20/14	01/31/14	2 Weeks	DL04
03/17/14	03/28/14	2 Weeks	DL06
04/21/14	05/02/14	2 Weeks	DL07
05/19/14	05/30/14	2 Weeks	DL08
06/16/14	06/27/14	2 Weeks	DL09
07/21/14	08/01/14	2 Weeks	DL10
08/18/14	08/29/14	2 Weeks	DL11
09/15/14	09/26/14	2 Weeks	DL12

FY15 schedule to be determined.

Diplomatic Telecommunications Service Satellite Communications Theory, Introduction to

Course Code YW435 **C** **CL** **I**
Classroom/Online

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have two weeks to complete this 40-hour course.

At Warrenton Training Center:

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0001
11/18/13	11/22/13	5 Days	0002
12/16/13	12/20/13	5 Days	0003
01/27/14	01/31/14	5 Days	0004
02/24/14	02/28/14	5 Days	0005
03/24/14	03/28/14	5 Days	0006
04/21/14	04/25/14	5 Days	0007
05/19/14	05/23/14	5 Days	0008

06/16/14	06/20/14	5 Days	0009
07/21/14	07/25/14	5 Days	0010
08/18/14	08/22/14	5 Days	0011
09/22/14	09/26/14	5 Days	0012

On Internet:

Begin	End	Length	Section
10/14/13	10/25/13	2 Weeks	DL01
11/11/13	11/22/13	2 Weeks	DL02
12/09/13	12/20/13	2 Weeks	DL03
01/13/14	01/24/14	2 Weeks	DL04
02/10/14	02/21/14	2 Weeks	DL05
03/10/14	03/21/14	2 Weeks	DL06
04/14/14	04/25/14	2 Weeks	DL07
05/12/14	05/23/14	2 Weeks	DL08
06/09/14	06/20/14	2 Weeks	DL09
07/14/14	07/25/14	2 Weeks	DL10
08/11/14	08/22/14	2 Weeks	DL11
09/08/14	09/19/14	2 Weeks	DL12

FY15 schedule to be determined.

FASTNet Core Operations and Maintenance

Course Code YW303 **C** **CL** **I** **P**
Classroom/Online

Schedule:

Classroom: Five days; 8:00 a.m. to 4:00 p.m.
Online: Students have three weeks to complete this 40-hour course.

At Warrenton Training Center

11/04/13	11/08/13	5 Days	0001
01/13/14	01/17/14	5 Days	0002
02/10/14	02/14/14	5 Days	0003
03/10/14	03/14/14	5 Days	0004
04/21/14	04/25/14	5 Days	0005
06/16/14	06/20/14	5 Days	0006
07/14/14	07/18/14	5 Days	0007
08/11/14	08/15/14	5 Days	0008
09/15/14	09/19/14	5 Days	0009

On Internet:

Begin	End	Length	Section
10/28/13	11/15/13	3 Weeks	DL01
03/24/14	04/11/14	3 Weeks	DL02
04/28/14	05/16/14	3 Weeks	DL03
05/26/14	06/13/14	3 Weeks	DL04
06/23/14	07/11/14	3 Weeks	DL05
07/28/14	08/15/14	3 Weeks	DL06
08/25/14	09/12/14	3 Weeks	DL07

FY15 schedule to be determined.

FASTNet Post Operation and Maintenance

Course Code YW302 **C** **I**
Online

Schedule: Students have three weeks to complete this 40-hour course.

Begin	End	Length	Section
10/07/13	10/25/13	3 Weeks	DL01
01/06/14	01/24/14	3 Weeks	DL02
02/03/14	02/21/14	3 Weeks	DL03
03/03/14	03/21/14	3 Weeks	DL04
04/07/14	04/25/14	3 Weeks	DL05
05/05/14	05/23/14	3 Weeks	DL06
06/02/14	06/20/14	3 Weeks	DL07
07/07/14	07/25/14	3 Weeks	DL08
08/04/14	08/22/14	3 Weeks	DL09
09/01/14	09/19/14	3 Weeks	DL10

FY15 schedule to be determined.

Computer End-User Skills

MS Office 2010: Excel – Mentored, Advanced

Course Code PS784 **F** **M** **P**
Mentored/Online

Schedule: Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
01/06/14	02/14/14	6 Weeks	DL01*
05/19/14	06/27/14	6 Weeks	DL02*
08/18/14	09/26/14	6 Weeks	DL03*

FY15 schedule to be determined.

Mentoring sessions determined by instructor.

**Sessions are not held on federal holidays.*

Course Schedules

Distance Learning Scheduled Courses

MS Office 2010: Excel – Mentored, Beginning

Course Code PS780 **F** **M** **P**
Mentored/Online

Schedule: Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
10/07/13	11/15/13	6 Weeks	DL01*
03/24/14	05/02/14	6 Weeks	DL02
07/07/14	08/15/14	6 Weeks	DL03

FY15 schedule to be determined.

Mentoring sessions determined by instructor.

*Sessions are not held on federal holidays.

MS Office 2010: Outlook – Mentored, Advanced

Course Code PS785 **F** **M** **P**
Mentored/Online

Schedule: Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
01/06/14	02/14/14	6 Weeks	DL01*
05/19/14	06/27/14	6 Weeks	DL02*
08/18/14	09/26/14	6 Weeks	DL03*

FY15 schedule to be determined.

Mentoring sessions determined by instructor.

*Sessions are not held on federal holidays.

MS Office 2010: Outlook – Mentored, Beginning

Course Code PS781 **F** **M** **P**
Mentored/Online

Schedule: Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
10/07/13	11/15/13	6 Weeks	DL01*
03/24/14	05/02/14	6 Weeks	DL02
07/07/14	08/15/14	6 Weeks	DL03

FY15 schedule to be determined.

Mentoring sessions determined by instructor.

*Sessions are not held on federal holidays.

MS Office 2010: PowerPoint – Mentored, Advanced

Course Code PS786 **F** **M** **P**
Mentored/Online

Schedule: Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
01/06/14	02/14/14	6 Weeks	DL01*
05/19/14	06/27/14	6 Weeks	DL02*
08/18/14	09/26/14	6 Weeks	DL03*

FY15 schedule to be determined.

Mentoring sessions determined by instructor.

*Sessions are not held on federal holidays.

MS Office 2010: PowerPoint – Mentored, Beginning

Course Code PS782 **F** **M** **P**
Mentored/Online

Schedule: Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
10/07/13	11/15/13	6 Weeks	DL01*
03/24/14	05/02/14	6 Weeks	DL02
07/07/14	08/15/14	6 Weeks	DL03

FY15 schedule to be determined.

Mentoring sessions determined by instructor.

*Sessions are not held on federal holidays.

MS Office 2010: Word – Mentored, Advanced

Course Code PS787 **F** **M** **P**
Mentored/Online

Schedule: Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
01/06/14	02/14/14	6 Weeks	DL01*
05/19/14	06/27/14	6 Weeks	DL02*
08/18/14	09/26/14	6 Weeks	DL03*

FY15 schedule to be determined.

Mentoring sessions determined by instructor.

*Sessions are not held on federal holidays.

MS Office 2010: Word – Mentored, Beginning

Course Code PS783 **F** **M** **P**
Mentored/Online

Schedule: Six weeks of student-paced learning with instructor oversight.

Begin	End	Length	Section
10/07/13	11/15/13	6 Weeks	DL01*
03/24/14	05/02/14	6 Weeks	DL02
07/07/14	08/15/14	6 Weeks	DL03

FY15 schedule to be determined.

Mentoring sessions determined by instructor.

*Sessions are not held on federal holidays.

SMART End-User Training

Course Code PS531 **CL** **D** **P** **R** **W**
Classroom/DVC/Webinar

Schedule: Classroom, Webinar or DVC: Two hours; between 9:00 a.m. and 4:00 p.m.

At Main State

Begin	End	Length	Section
10/07/13	10/07/13	2 Hours	0001
11/06/13	11/06/13	2 Hours	0002
12/13/13	12/13/13	2 Hours	0003
01/07/14	01/07/14	2 Hours	0004
02/13/14	02/13/14	2 Hours	0005
03/14/14	03/14/14	2 Hours	0006
03/31/14	03/31/14	2 Hours	0007
05/13/14	05/13/14	2 Hours	0008

06/02/14	06/02/14	2 Hours	0009
07/10/14	07/10/14	2 Hours	0010
08/15/14	08/15/14	2 Hours	0011
09/11/14	09/11/14	2 Hours	0012

Webinar

Begin	End	Length	Section
10/02/13	10/02/13	2 Hours	DL01
11/05/13	11/05/13	2 Hours	DL02
12/13/13	12/13/13	2 Hours	DL03
01/24/14	01/24/14	2 Hours	DL04
02/21/14	02/21/14	2 Hours	DL05
03/27/14	03/27/14	2 Hours	DL06
04/18/14	04/18/14	2 Hours	DL07
05/21/14	05/21/14	2 Hours	DL08
06/27/14	06/27/14	2 Hours	DL09
08/25/14	08/25/14	2 Hours	DL11
09/26/14	09/26/14	2 Hours	DL12

FY15 schedule to be determined.

Language Studies

Express I

Course Code L_420 (Part 1) **M**

Course Code L_421 (Part 2) **M** **P**

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
05/12/14	08/15/14	14 Weeks	DL02*
09/08/14	12/12/14	14 Weeks	DL03*

FY15

01/20/15	04/24/15	14 Weeks	DL01*
05/18/15	08/21/15	14 Weeks	DL02*
09/14/15	12/18/15	14 Weeks	DL03*

*Mentoring sessions are not held on federal holidays.

Express II

Course Code L_422 (Part 1) **M** **P**

Course Code L_423 (Part 2) **M** **P**

Course Code L_424 (Part 3) **M** **P**

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend seven to ten hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
05/12/14	08/15/14	14 Weeks	DL02*
09/08/14	12/12/14	14 Weeks	DL03*

FY15
 01/20/15 04/24/15 14 Weeks DL01*
 05/18/15 08/21/15 14 Weeks DL02*
 09/14/15 12/18/15 14 Weeks DL03*
**Mentoring sessions are not held on federal holidays.*

Express III

Course Code L_425 **M** **P**
 Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend seven to ten hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
05/12/14	08/15/14	14 Weeks	DL02*
09/08/14	12/12/14	14 Weeks	DL03*

FY15
 01/20/15 04/24/15 14 Weeks DL01*
 05/18/15 08/21/15 14 Weeks DL02*
 09/14/15 12/18/15 14 Weeks DL03*
**Mentoring sessions are not held on federal holidays.*

Intermediate Language

Course Code L_425 (Part 1) **M** **P**
 Course Code L_426 (Part 2) **M** **P**
 Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to six hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
05/12/14	08/15/14	14 Weeks	DL02*
09/08/14	12/12/14	14 Weeks	DL03*

FY15
 01/20/15 04/24/15 14 Weeks DL01*
 05/18/15 08/21/15 14 Weeks DL02*
 09/14/15 12/18/15 14 Weeks DL03*
**Mentoring sessions are not held on federal holidays.*

Introductory Language I, II

Course Code L_410 (Part I) **M**
 Course Code L_411 (Part 2) **M** **P**
 Course Code L_412 (Part I) **M** **P**
 Course Code L_413 (Part 2) **M** **P**
 Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
09/08/14	12/12/14	14 Weeks	DL02*

FY15
 01/20/15 04/24/15 14 Weeks DL01*
 09/14/15 12/18/15 14 Weeks DL02*
**Mentoring sessions are not held on federal holidays.*

Note: Persian (Farsi) has additional offerings to begin on 05/12/14 and 05/18/15.

Language Conversion

Course Code L_460 (Part I) **M**
 Course Code L_461 (Part 2) **M** **P**
 Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
05/12/14	08/15/14	14 Weeks	DL02*
09/08/14	12/12/14	14 Weeks	DL03*

FY15
 01/20/15 04/24/15 14 Weeks DL01*
 05/18/15 08/21/15 14 Weeks DL02*
 09/14/15 12/18/15 14 Weeks DL03*
**Mentoring sessions are not held on federal holidays.*

Language for Consular Tradecraft

Course Code L_440 **M** **P**
 Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
05/12/14	08/15/14	14 Weeks	DL02*
09/08/14	12/12/14	14 Weeks	DL03*

FY15
 01/20/15 04/24/15 14 Weeks DL01*
 05/18/15 08/21/15 14 Weeks DL02*
 09/14/15 12/18/15 14 Weeks DL03*
**Mentoring sessions are not held on federal holidays.*

Language for Diplomatic Security Agents

Course Code L_441
 Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
05/12/14	08/15/14	14 Weeks	DL02*
09/08/14	12/12/14	14 Weeks	DL03*

FY15
 01/20/15 04/24/15 14 Weeks DL01*
 05/18/15 08/21/15 14 Weeks DL02*
 09/14/15 12/18/15 14 Weeks DL03*
**Mentoring sessions are not held on federal holidays.*

Listening Comprehension

Course Code L_430 **M** **P**
 Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in online discussion forums.

Begin	End	Length	Section
01/21/14	04/25/14	14 Weeks	DL01*
09/08/14	12/12/14	14 Weeks	DL02*

FY15
 01/20/15 04/24/15 14 Weeks DL01*
 09/14/15 12/18/15 14 Weeks DL02*
**Mentoring sessions are not held on federal holidays.*

Other Language Courses

Course Code L_490 **M**
 Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend six to eight hours weekly in study and to participate in a weekly phone session with their mentor. Enrollment is offered on a rolling basis, with no fixed start date.

Course Schedules

Distance Learning Scheduled Courses – Diversity – Economic and Commercial Studies

People to People

Course Code L_445 **M** **P**

Course Code L_446 **M** **P**

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to six hours weekly in study and to participate in a weekly phone session or online forum discussions with their mentor.

Begin	End	Length	Section
01/21/14	04/25/14	12 Weeks	DL01*
05/12/14	08/15/14	12 Weeks	DL02*
09/08/14	12/12/14	12 Weeks	DL03*
FY15			
01/20/15	04/24/15	12 Weeks	DL01*
05/18/15	08/21/15	12 Weeks	DL02*
09/14/15	12/18/15	12 Weeks	DL03*

*Mentoring sessions are not held on federal holidays.

Reading Maintenance

Course Code L_401 **M** **P**

Course Code L_402 B **M** **P**

Mentored/Online

Schedule: Learners pursue an individualized mode of instruction at their own pace; however, participants are expected to spend four to five hours weekly in study and to participate in online discussion forums.

Begin	End	Length	Section
01/21/14	04/11/14	12 Weeks	DL01*
05/12/14	08/01/14	12 Weeks	DL02*
09/08/14	11/28/14	12 Weeks	DL03*
FY15			
01/20/15	04/10/15	12 Weeks	DL01*
05/18/15	08/07/15	12 Weeks	DL02*
09/14/15	12/04/15	12 Weeks	DL03*

*Mentoring sessions are not held on federal holidays.

Leadership Management Training

Crisis Management Exercise, Overseas

Course Code PD533 **CL** **D**

Classroom/DVC

Schedule: Classroom: Four-hour session.
DVC: Three-hour session.
FY14/15 schedule to be determined.

Crisis Management Overview

Course Code PD534 **CL** **D**

Classroom/DVC

Schedule: FY14/15 schedule to be determined.
DVC: Ninety-minute session.
Classroom: Two-hour session.

Working with Returnees from High Stress Posts

Course Code PT450 **CL** **D** **W**

Classroom/DVC/Webinar

Schedule: Ninety minute session.
FY14/15 schedule to be determined.

Diversity

Basic EEO Counselor Training

Course Code PT171

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Fort Lauderdale

Begin	End	Length	Section
05/05/14	05/09/14	5 Days	0003

At SA-15

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0001

Begin	End	Length	Section
03/10/14	03/14/14	5 Days	0002
07/14/14	07/18/14	5 Days	0004

FY15 schedule to be determined.

EEO Counselor Training Refresher

Course Code PT173

Schedule: One day; 8:00 a.m. to 5:00 p.m.
At Fort Lauderdale

Begin	End	Length	Section
05/09/14	05/09/14	1 Day	0004

At SA-15

Begin	End	Length	Section
10/18/13	10/18/13	1 Day	0001

Begin	End	Length	Section
12/06/13	12/06/13	1 Day	0002
03/07/14	03/07/14	1 Day	0003

Begin	End	Length	Section
07/11/14	07/11/14	1 Day	0005

FY15 schedule to be determined.

EEO/Diversity Awareness for Managers and Supervisors

Course Code PT107

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/10/13	10/11/13	2 Days	0001

Begin	End	Length	Section
11/14/13	11/15/13	2 Days	0002

Begin	End	Length	Section
12/03/13	12/04/13	2 Days	0003

Begin	End	Length	Section
01/13/14	01/14/14	2 Days	0004

Begin	End	Length	Section
02/06/14	02/07/14	2 Days	0005

Begin	End	Length	Section
03/03/14	03/04/14	2 Days	0006

Begin	End	Length	Section
04/24/14	04/25/14	2 Days	0007

Begin	End	Length	Section
06/02/14	06/03/14	2 Days	0008

Begin	End	Length	Section
07/10/14	07/11/14	2 Days	0009

Begin	End	Length	Section
08/07/14	08/08/14	2 Days	0010

Begin	End	Length	Section
09/22/14	09/23/14	2 Days	0011

FY15 schedule to be determined.

Leading A Diverse Workforce

Course Code PT218 **P**

Schedule: One day; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	10/28/13	1 Day	0001

Begin	End	Length	Section
02/28/14	02/28/14	1 Day	0002

Begin	End	Length	Section
04/11/14	04/11/14	1 Day	0003

Begin	End	Length	Section
07/11/14	07/11/14	1 Day	0004

FY15 schedule to be determined.

Valuing Diversity in the Workplace

Course Code PT225

Schedule: One day; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
01/15/14	01/15/14	1 Day	0004

Begin	End	Length	Section
04/04/14	04/04/14	1 Day	0002

Begin	End	Length	Section
06/30/14	06/30/14	1 Day	0003

FY15 schedule to be determined.

Economic and Commercial Studies

Economic Courses

Economic Issues

Course Code PE285

Schedule: Three weeks; 9:00 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/07/14	07/25/14	3 Weeks	0001

FY15 schedule to be determined.

Foreign Service Economic Studies

Course Code PE350

Schedule: Twenty-six weeks; 9:00 a.m. to 4:00 p.m. One week of optional leave in December.

At Shultz Center

Begin	End	Length	Section
09/02/14	03/06/15	26 Weeks	0001*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Foreign Service National Economic Training

Course Code PE220 **N**

Schedule: Two weeks; 9:00 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
04/07/14	04/18/14	2 Weeks	0001

FY15 schedule to be determined.

Political/Economic Counselor Seminar

Course Code PE300 **C**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
06/23/14	06/27/14	5 days	0001
08/11/14	08/15/14	5 days	0002

FY15 schedule to be determined.

Political/Economic Tradecraft

Course Code PG140

Schedule: Three weeks; 8:30 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
10/21/13	11/08/13	3 Weeks	0001
01/06/14	01/24/14	3 Weeks	0002*
02/03/14	02/21/14	3 Weeks	0003*
03/10/14	03/28/14	3 Weeks	0004
05/05/14	05/23/14	3 Weeks	0005
05/27/14	06/13/14	3 Weeks	0006
06/30/14	07/18/14	3 Weeks	0007*
07/21/14	08/08/14	3 Weeks	0008
08/25/14	09/12/14	3 Weeks	0009*
09/22/14	10/10/14	3 Weeks	0010

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Environmental and Resource Courses

Biotechnology and Global Challenges: Trade, Food Security, Energy, and Climate Change

Course Code PE150

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/23/14	07/25/14	3 Days	0001

FY15 schedule to be determined.

Coal and Power

Course Code PE137 **N**

Schedule: One day in Washington, D.C. metro area; four days in Pittsburgh, PA; 9:00 a.m. to 5:00 p.m.

At Arlington and Pittsburgh

Begin	End	Length	Section
07/14/14	07/18/14	5 Days	0001

FY15 schedule to be determined.

Environment, Science, Technology and Health for Foreign Service Nationals

Course Code PE221 **N**

Schedule: Two weeks; 9:00 a.m. to 4:30 p.m.

FY14/15 schedule to be determined.

Environment, Science, Technology and Health Tradecraft

Course Code PE305

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/07/14	07/18/14	2 Weeks	0001
09/08/14	09/19/14	2 Weeks	0002

FY15 schedule to be determined.

Global Health Diplomacy

Course Code PE152

Schedule: Three days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
07/21/14	07/23/14	3 Days	0001

FY15 schedule to be determined.

Petroleum and Gas Industry

Course Code PE127 **N**

Schedule: Four days; 9:00 a.m. to 5:00 p.m.

At Houston, Texas

Begin	End	Length	Section
08/04/14	08/07/14	4 Days	0001

FY15 schedule to be determined.

Washington Energy Seminar

Course Code PE228 **N**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At Main State

Begin	End	Length	Section
03/10/14	03/12/14	3 Days	0001
06/30/14	07/02/14	3 Days	0002

FY15 schedule to be determined.

Trade Investment and Commercial Training

Commercial Tradecraft

Course Code PE125

Schedule: Five days; 9:00 a.m. to 4:30 p.m.

At Shultz Center

Begin	End	Length	Section
03/03/14	03/07/14	5 Days	0001
06/23/14	06/27/14	5 Days	0002
07/21/14	07/25/14	5 Days	0003

FY15 schedule to be determined.

Intellectual Property Rights

Course Code PE138 **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At U.S. Patent and Trademark Office, Alexandria

Begin	End	Length	Section
07/14/14	07/15/14	2 Days	0001

FY15 schedule to be determined.

Telecommunications Industry

Course Code PE131

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/17/14	07/18/14	2 Days	0001

FY15 schedule to be determined.

Course Schedules

Economic and Commercial Studies – Global and Multilateral Issues – Language Studies

Trade Agreement Monitoring and Implementation

Course Code PE222

Schedule: Five days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
03/10/14	03/14/14	5 Days	0001
07/28/14	08/01/14	5 Days	0002

FY15 schedule to be determined.

U.S. Global Investment Policy

Course Code PE266

Schedule: Two days; 8:30 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/21/14	07/22/14	2 Days	0001

FY15 schedule to be determined.

U.S. Role in Multilateral Development Banks

Course Code PE264

Schedule: Two days; 9:00 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/24/14	07/25/14	2 Days	0001

FY15 schedule to be determined.

Miscellaneous Courses

New Approaches to Addressing Corruption

Course Code PE160 **N**

Schedule: Two days; 8:30 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/07/14	07/08/14	2 Days	0001

FY15 schedule to be determined.

Terrorism Finance and Economic Sanctions

Course Code PE141 **C**

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
07/23/14	07/25/14	3 Days	0001
09/08/14	09/10/14	3 Days	0002

FY15 schedule to be determined.

Global and Multilateral Issues

INL Orientation Workshop

Course Code PP218

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/14/14	07/18/14	5 Days	0001

FY15 schedule to be determined.

International Terrorism: Understanding the Threat and Formulating the Response

Course Code PP521 **C**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/03/14	03/05/14	3 Days	0001
07/30/14	08/01/14	3 Days	0002

FY15 schedule to be determined.

Labor Officer Skills

Course Code PL103

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/07/14	07/18/14	2 Weeks	0001

FY15 schedule to be determined.

MEPI Coordinator, Administrator and Project Officer Training

Course Code PP350

Schedule: Four days; 9:00 a.m. to 4:15 p.m.
FY14/15 schedule to be determined.

Multilateral Diplomacy

Course Code PP211

Schedule: Three days; 9:00 a.m. to 4:15 p.m.
At Shultz Center

Begin	End	Length	Section
02/03/14	02/05/14	3 Days	0001
07/21/14	07/23/14	3 Days	0002
08/04/14	08/06/14	3 Days	0003

FY15 schedule to be determined.

Policy Priorities in Multilateral Diplomacy: The Prevention of Genocide and Mass Atrocities

Course Code PP230 **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
02/06/14	02/07/14	2 Days	0001
07/24/14	07/25/14	2 Days	0002
08/07/14	08/08/14	2 Days	0003

FY15 schedule to be determined.

Promoting Human Rights and Democracy

Course Code PP530

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
01/27/14	01/31/14	5 Days	0002
06/16/14	06/20/14	5 Days	0003

FY15 schedule to be determined.

Religion and Foreign Policy

Course Code PP225

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
05/27/14	05/30/14	4 Days	0001
08/26/14	08/29/14	4 Days	0002

FY15 schedule to be determined.

Language Studies

Domestic Programs

The Basic Courses: Long-Term Language and Area Studies

Course Code L_100

Schedule: Training is generally between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday, except for federal holidays. Some classes may begin as early as 7:30 a.m. or as late as 1:00 p.m. and may end as late as 6:00 p.m. No annual leave is authorized during a full-time language training assignment. To consult on training schedules, non-beginners should contact the Language Training Supervisor through the School of Language Studies at 703-302-7242.

I. French, Portuguese and Spanish Basic

At Shultz Center

Begin	End	Length	Section
10/28/13	04/18/14	25 Weeks	0001**
10/28/13	05/30/14	31 Weeks	0001***
01/06/14	06/20/14	24 Weeks	0002*
01/06/14	08/01/14	30 Weeks	0002***
02/24/14	08/08/14	24 Weeks	0003*
02/24/14	09/19/14	30 Weeks	0003***
05/05/14	10/17/14	24 Weeks	0004*
05/05/14	11/26/14	30 Weeks	0004***
06/30/14	12/12/14	24 Weeks	0005*
06/30/14	01/30/15	31 Weeks	0005***
09/02/14	02/20/15	25 Weeks	0006**
09/02/14	04/03/15	31 Weeks	0006***
FY15			
10/27/14	04/17/15	25 Weeks	0001**
10/27/14	05/29/15	31 Weeks	0001***
01/05/15	06/19/15	24 Weeks	0002*
01/05/15	07/31/15	30 Weeks	0002***
02/23/15	08/07/15	24 Weeks	0003*
02/23/15	09/18/15	30 Weeks	0003***
05/04/15	10/16/15	24 Weeks	0004*
05/04/15	11/25/15	30 Weeks	0004***
06/29/15	12/11/15	24 Weeks	0005*
06/29/15	01/29/16	31 Weeks	0005***
09/08/15	02/26/16	25 Weeks	0006**
09/08/15	04/08/16	31 Weeks	0006***

*Classes are not held on federal holidays.
 **Additional week to make up for winter class break.
 ***30-week assignment is for French only.

2. Italian, Romanian, Danish, Dutch, Norwegian and Swedish Basic

At Shultz Center

Begin	End	Length	Section
02/24/14	08/08/14	24 Weeks	0001*
09/02/14	02/20/15	25 Weeks	0002**
FY15			
02/23/15	08/07/15	24 Weeks	0001*
09/08/15	02/26/16	25 Weeks	0002**

*Classes are not held on federal holidays.
 **Additional week to make up for winter class break.

3. German Basic

At Shultz Center

Begin	End	Length	Section
10/28/13	07/11/14	37 Weeks	0001**
02/24/14	11/07/14	36 Weeks	0002*
06/30/14	03/13/15	37 Weeks	0003**
09/02/14	05/15/15	37 Weeks	0004**
FY15			
10/27/14	07/10/15	37 Weeks	0001**
02/23/15	11/06/15	36 Weeks	0002*
06/29/15	03/11/16	37 Weeks	0003**

09/08/15 05/20/16 37 Weeks 0004**
 *Classes are not held on federal holidays.
 **Additional week to make up for winter class break.

4. All Other Languages Basic

At Shultz Center:

Begin	End	Length	Section
02/24/14	09/19/14	30 weeks	0001*
02/24/14	10/31/14	36 weeks	0002*
09/02/14	05/15/15	37 weeks	0003**
09/02/14	07/10/15	45 weeks	0004**
FY15			
02/23/15	10/09/15	32 Weeks	0001*
02/23/15	11/06/15	36 Weeks	0002*
09/08/15	05/27/16	37 Weeks	0003**
09/08/15	07/15/16	45 Weeks	0004**

*Classes are not held on federal holidays.
 **Additional week to make up for winter class break.

To accommodate training demand, additional starts are offered in Arabic, Chinese and Russian. By special arrangement, groups of students may be enrolled in other languages. Training officers must consult with the School to confirm the School's capacity to accept these enrollments.

Additional Start Dates for Arabic, Chinese and Russian only.

Begin	End	Length	Section
10/28/13	06/13/14	33 Weeks	0001**
10/28/13	07/11/14	37 Weeks	0002**
01/06/14	08/22/14	32 Weeks	0003*
01/06/14	09/19/14	37 Weeks	0004*
02/24/14	10/10/14	33 Weeks	0005*
02/24/14	11/07/14	37 Weeks	0006*
09/02/14	05/15/15	37 Weeks	0007*
09/02/14	07/10/15	45 Weeks	0008*
FY15			
10/27/14	06/12/15	33 Weeks	0001*
10/27/14	07/10/15	37 Weeks	0002*
01/05/15	08/21/15	33 Weeks	0003*
01/05/15	09/18/15	37 Weeks	0004*
02/23/15	10/09/15	33 Weeks	0005*
02/23/15	11/06/15	37 Weeks	0006*
09/08/15	05/27/16	37 Weeks	0007*
09/08/15	07/15/16	45 Weeks	0008*

*Classes are not held on federal holidays.
 **Additional week to make up for winter class break.

The FAST Courses: Familiarization and Short-Term Language Studies

Course Code L_200

Schedule: Courses are of seven- or eight-weeks duration. They begin on start dates shown in the schedules. Training is full-time, generally between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday.

I. French, Italian, Portuguese, Romanian and Spanish FAST

At Shultz Center

Begin	End	Length	Section
10/28/13	12/20/13	8 Weeks	0001*
01/06/14	02/21/14	7 Weeks	0002*
02/24/14	04/18/14	8 Weeks	0003
04/21/14	06/13/14	8 Weeks	0004*
06/30/14	08/22/14	8 Weeks	0005*
09/02/14	10/24/14	8 Weeks	0006*
FY15			
10/27/14	12/19/14	8 Weeks	0001*
01/05/15	02/20/15	7 Weeks	0002*
02/23/15	04/17/15	8 Weeks	0003
04/20/15	06/12/15	8 Weeks	0004*
06/29/15	08/21/15	8 Weeks	0005*
09/08/15	10/30/15	8 Weeks	0006*

*Classes are not held on federal holidays.

2. Russian and German FAST

At Shultz Center

Begin	End	Length	Section
10/28/13	12/20/13	8 Weeks	0001*
02/24/14	04/18/14	8 Weeks	0002
07/14/14	08/29/14	8 Weeks	0003
09/02/14	10/24/14	8 Weeks	0004*
FY15			
10/27/14	12/19/14	8 Weeks	0001*
02/23/15	04/17/15	8 Weeks	0002
07/13/15	08/28/15	7 Weeks	0003
09/08/15	10/30/15	8 Weeks	0004*

*Classes are not held on federal holidays.

3. All Other Languages FAST

At Shultz Center

Begin	End	Length	Section
02/24/14	04/18/14	8 Weeks	0001
07/14/14	08/29/14	7 Weeks	0002
09/02/14	10/24/14	8 Weeks	0003*
FY15			
02/23/15	04/17/15	8 Weeks	0001
07/13/15	08/28/15	7 Weeks	0002
09/08/15	10/30/15	8 Weeks	0003*

*Classes are not held on federal holidays.

Course Schedules

Language Studies – Leadership/Management

Early Morning

Course Code L_300

Schedule: 7:30 a.m. to 8:40 a.m.

At Shultz Center

Begin	End	Length	Section
02/10/14	06/06/14	17 Weeks	0001*
09/15/14	01/23/15	19 Weeks	0002**
FY15			
02/09/15	06/05/15	17 Weeks	0001*
09/14/15	01/22/16	19 Weeks	0002**

*Classes are not held on federal holidays.

**Additional days to make up for winter class break.

Intensive Language Conversion Course

Course Code LPYIII **P**

Schedule: 16 weeks; classes begin as early as 7:30 a.m. or as late as 1:00 p.m. May end as late as 6:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/28/13	02/21/14	17 Weeks	0001**
01/06/14	04/25/14	16 Weeks	0002*
02/24/14	06/13/14	16 Weeks	0003*
04/21/14	08/08/14	16 Weeks	0004*
06/30/14	10/17/14	16 Weeks	0005*
09/02/14	12/19/14	16 Weeks	0006*
FY15			
10/27/14	02/20/15	17 Weeks	0001**
01/05/15	04/24/15	16 Weeks	0002*
02/23/15	06/12/15	16 Weeks	0003*
04/20/15	08/07/15	16 Weeks	0004*
06/29/15	10/16/15	16 Weeks	0005*
09/08/15	12/23/15	16 Weeks	0006*

*Classes are not held on federal holidays.

**Additional week to make up for winter class break.

Refresher Courses

Course Code L_201

Schedule: Six weeks; scheduled between 7:30 a.m. and 6:30 p.m.

At Shultz Center

Begin	End	Length	Section
05/05/14	06/13/14	6 Weeks	0001*
FY15			
05/04/15	06/12/15	6 Weeks	0001*

*Classes are not held on federal holidays.

Advanced Training

Beyond-Three Training

Course Code L_101 **P**

Schedule: Admission is by arrangement. Training is full-time, generally scheduled between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday. Outside reading and activities will be expected.

Dates: Negotiable.

Overseas Programs

Overseas Advanced Training – The Field Schools

Course Code L_950

Arabic

Course Code LAD950

With the closure of FSI Tunis in June 2012, training options for advanced Arabic will be decided on a case-by-case basis throughout the region and preferably at the post of onward assignment if possible.

Chinese (Mandarin)

Course Code: LCM950

At Taipei

Begin	End	Length	Section
08/18/14	06/19/15	44 Weeks	0001*
FY15			
08/17/15	06/17/16	44 Weeks	0001*

*Classes are not held on federal holidays.

Japanese

Course Code LJA950

At Yokohama

Begin	End	Length	Section
08/18/14	06/19/15	44 Weeks	0001*
FY15			
08/17/15	06/17/16	44 Weeks	0001*

*Classes are not held on federal holidays.

Korean

Course Code LKP950

At Seoul

Begin	End	Length	Section
08/18/14	06/19/15	44 Weeks	0001*
FY15			
08/17/15	06/17/16	44 Weeks	0001*

*Classes are not held on federal holidays.

Consultations

Consultation: Learning Styles Diagnosis

Course Code CL100 **P**

Schedule: By appointment. M-F; 9:00 a.m. to 4:00 p.m. Contact FSISLSConsultation@state.gov for additional information.

Consultation: Learning Styles Diagnosis Follow-up Appointment

Course Code CL101

Schedule: By appointment. M-F; 9:00 a.m. to 4:00 a.m. Contact FSISLSConsultation@state.gov for additional information.

Testing

Language Testing

Course Code LPTEST

Schedule: By appointment. Contact FSILTU@state.gov or 703-302-7125 for additional information.

Leadership/Management

Ambassadorial Seminar

Course Code PT120 **P**

Schedule: Two weeks; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/09/13	12/20/13	2 Weeks	0001
02/03/14	02/14/14	2 Weeks	0002
03/17/14	03/28/14	2 Weeks	0003
05/05/14	05/16/14	2 Weeks	0004
06/16/14	06/27/14	2 Weeks	0005
07/28/14	08/08/14	2 Weeks	0006
09/22/14	10/03/14	2 Weeks	0007

FY15 schedule to be determined.

Bureau/Mission Offsites

Course Code PT130

Schedule: Contact the Leadership and Management School to arrange an offsite. FY14/15 schedule to be determined.

Civil Service Mentoring Workshop

Course Code PT132

Schedule: One day; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
05/12/14	05/12/14	1 Day	0001
05/13/14	05/13/14	1 Day	0002
05/14/14	05/14/14	1 Day	0003
05/15/14	05/15/14	1 Day	0004
05/19/14	05/19/14	1 Day	0005
05/20/14	05/20/14	1 Day	0006
05/21/14	05/21/14	1 Day	0007
05/22/14	05/22/14	1 Day	0008

FY15 schedule to be determined.

Coaching

Course Code PT229

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/05/13	2 Days	0001
02/03/14	02/04/14	2 Days	0002
05/19/14	05/20/14	2 Days	0003
08/25/14	08/26/14	2 Days	0004

FY15 schedule to be determined.

Communicating with Congress: Briefing and Testifying

Course Code PT302

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/13	11/01/13	2 Days	0001
03/06/14	03/07/14	2 Days	0002
06/04/14	06/05/14	2 Days	0003
09/03/14	09/04/14	2 Days	0004

FY15 schedule to be determined.

Creative Problem Solving

Course Code PT212

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/19/13	2 Days	0001
01/13/14	01/14/14	2 Days	0005
03/27/14	03/28/14	2 Days	0003
08/28/14	08/29/14	2 Days	0004

FY15 schedule to be determined.

Crisis Leadership

Course Code PT303

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/10/14	07/11/14	2 days	0001

FY15 schedule to be determined.

Crisis Management Exercise, Overseas

Course Code PD533 **D**

Schedule: Half day; 9:00 a.m. to 1:00 p.m.
FY14/15 schedule to be determined.

Crisis Management Marine Expeditionary Exercise, Advanced

Course Code PD535 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Crisis Management Overview, Overseas

Course Code PD534 **D**

Schedule: Classroom: Two hours.
DVC: Ninety minutes.
FY14/15 schedule to be determined.

Crucial Conversations

Course Code PT150

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/13/13	11/15/13	3 Days	0006
02/19/14	02/21/14	3 Days	0002
03/10/14	03/12/14	3 Days	0003
05/28/14	05/30/14	3 Days	0004
09/24/14	09/26/14	3 Days	0005

FY15 schedule to be determined.

Deputy Chiefs of Mission/Principal Officers Seminar

Course Code PT102

Schedule: 15 days; 8:30 a.m. to 4:40 p.m.
At Shultz Center

Begin	End	Length	Section
06/02/14	06/20/14	15 Days	0001
07/14/14	08/01/14	15 Days	0002

FY15 schedule to be determined.

Effective Feedback Skills

Course Code PT256

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/13	11/01/13	2 Days	0001
12/18/13	12/19/13	2 Days	0002
03/18/14	03/19/14	2 Days	0003
05/07/14	05/08/14	2 Days	0004
09/16/14	09/17/14	2 Days	0005

FY15 schedule to be determined.

Employee Relations Seminar

Course Code PK246

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Charleston GFS

Begin	End	Length	Section
03/03/14	03/04/14	2 Days	0003
03/05/14	03/06/14	2 Days	0008

At Shultz Center

Begin	End	Length	Section
10/29/13	10/30/13	2 Days	0001
02/05/14	02/06/14	2 Days	0005
03/10/14	03/11/14	2 Days	0007
06/24/14	06/25/14	2 Days	0009
08/04/14	08/05/14	2 Days	0011

FY15 schedule to be determined.

Fundamentals of Supervision

Course Code PT230

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Dakar

Begin	End	Length	Section
03/24/14	03/28/14	5 Days	0029

At Detroit

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0023

At Honduras

Begin	End	Length	Section
03/31/14	04/04/14	5 Days	0031

At Johannesburg

Begin	End	Length	Section
03/31/14	04/04/14	5 Days	0030

At Mexico City

Begin	End	Length	Section
01/27/14	01/31/14	5 Days	0026

At New Orleans Passport Agency

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0022

At Port-au-Prince

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0025

At Santo Domingo

Begin	End	Length	Section
04/21/14	04/25/14	5 Days	0032

At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
11/04/13	11/08/13	5 Days	0002

Course Schedules

Leadership/Management

12/02/13	12/06/13	5 Days	0003
12/09/13	12/13/13	5 Days	0024
01/06/14	01/10/14	5 Days	0004
01/27/14	01/30/14	5 Days	0027
02/10/14	02/14/14	5 Days	0005
03/03/14	03/07/14	5 Days	0006
03/17/14	03/21/14	5 Days	0007
03/24/14	03/28/14	5 Days	0028
04/14/14	04/18/14	5 Days	0008
04/28/14	05/02/14	5 Days	0009
05/05/14	05/09/14	5 Days	0010
05/19/14	05/23/14	5 Days	0011
06/02/14	06/06/14	5 Days	0012
06/16/14	06/20/14	5 Days	0013
06/23/14	06/27/14	5 Days	0014
07/07/14	07/11/14	5 Days	0015
07/14/14	07/18/14	5 Days	0016
07/21/14	07/25/14	5 Days	0017
08/04/14	08/08/14	5 Days	0018
08/11/14	08/15/14	5 Days	0019
08/18/14	08/22/14	5 Days	0020
09/08/14	09/12/14	5 Days	0021

FY15 schedule to be determined.

High Stress Assignment Outbriefing Program

Course Code MQ950

Schedule: Four hours; 9:00 a.m. to 12:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/11/13	10/11/13	4 Hours	0001
10/25/13	10/25/13	4 Hours	0002
11/08/13	11/08/13	4 Hours	0003
12/06/13	12/06/13	4 Hours	0004
01/10/14	01/10/14	4 Hours	0005
02/07/14	02/07/14	4 Hours	0006
03/07/14	03/07/14	4 Hours	0007
04/11/14	04/11/14	4 Hours	0008
05/09/14	05/09/14	4 Hours	0009
05/23/14	05/23/14	4 Hours	0010
06/13/14	06/13/14	4 Hours	0011
06/27/14	06/27/14	4 Hours	0012
07/11/14	07/11/14	4 Hours	0013
07/25/14	07/25/14	4 Hours	0014
08/08/14	08/08/14	4 Hours	0015
08/22/14	08/22/14	4 Hours	0016
09/12/14	09/12/14	4 Hours	0017
09/26/14	09/26/14	4 Hours	0018

FY15 schedule to be determined.

High Stress Assignment Outbriefing Program - Special Session

Course Code MQ951

Schedule: Contact FSI/TC at 703-302-7272
to arrange a special session.

High Stress Assignments, Pre-Deployment Preparation for

Course Code MQ940 **E**

Schedule: Three hours; 6:00 p.m. to 9:00 p.m.
At Shultz Center

Begin	End	Length	Section
05/07/14	05/07/14	3 Hours	0001
06/04/14	06/04/14	3 Hours	0002
07/02/14	07/02/14	3 Hours	0003

FY15 schedule to be determined.

High Stress Posts, Working with Returnees from

Course Code PT450 **D W**

Schedule: Ninety minute session.
FY14/15 schedule to be determined.

Influence by Design

Course Code PT224

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Frankfurt

Begin	End	Length	Section
11/13/13	11/14/13	2 Days	0006

At Shultz Center

Begin	End	Length	Section
01/09/14	01/10/14	2 Days	0005
02/24/14	02/25/14	2 Days	0002
05/22/14	05/23/14	2 Days	0003
09/18/14	09/19/14	2 Days	0004

FY15 schedule to be determined.

Leadership Skills, Advanced

Course Code PT210

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0001
11/18/13	11/22/13	5 Days	0002
01/06/14	01/10/14	5 Days	0003
02/10/14	02/14/14	5 Days	0004
03/10/14	03/14/14	5 Days	0005
04/14/14	04/18/14	5 Days	0006
05/12/14	05/16/14	5 Days	0007
06/09/14	06/13/14	5 Days	0008
07/28/14	08/01/14	5 Days	0009
08/11/14	08/15/14	5 Days	0010
09/08/14	09/12/14	5 Days	0011

FY15 schedule to be determined.

Leadership Skills, Basic

Course Code PK245

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Frankfurt

Begin	End	Length	Section
03/10/14	03/14/14	5 Days	0039

At National Passport Center, Portsmouth

Begin	End	Length	Section
02/24/14	02/28/14	5 Days	0038

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001
10/21/13	10/25/13	5 Days	0002
10/28/13	11/01/13	5 Days	0003
11/04/13	11/08/13	5 Days	0004
11/18/13	11/22/13	5 Days	0005
12/02/13	12/06/13	5 Days	0006
12/16/13	12/20/13	5 Days	0007
01/06/14	01/10/14	5 Days	0008
01/13/14	01/17/14	5 Days	0009
01/27/14	01/31/14	5 Days	0010
02/03/14	02/07/14	5 Days	0011
02/10/14	02/14/14	5 Days	0012
02/24/14	02/28/14	5 Days	0013
03/03/14	03/07/14	5 Days	0014
03/17/14	03/21/14	5 Days	0015
03/24/14	03/28/14	5 Days	0016
03/31/14	04/04/14	5 Days	0017
04/07/14	04/11/14	5 Days	0018
04/21/14	04/25/14	5 Days	0019
05/05/14	05/09/14	5 Days	0020
05/12/14	05/16/14	5 Days	0021
05/19/14	05/23/14	5 Days	0022
06/02/14	06/06/14	5 Days	0023
06/09/14	06/13/14	5 Days	0024
06/16/14	06/20/14	5 Days	0025
06/23/14	06/27/14	5 Days	0026
07/07/14	07/11/14	5 Days	0027
07/14/14	07/18/14	5 Days	0028
07/21/14	07/25/14	5 Days	0029
07/28/14	08/01/14	5 Days	0030
08/04/14	08/08/14	5 Days	0031
08/11/14	08/15/14	5 Days	0032
08/18/14	08/22/14	5 Days	0033
08/25/14	08/29/14	5 Days	0034
09/08/14	09/12/14	5 Days	0035
09/15/14	09/19/14	5 Days	0036
09/22/14	09/26/14	5 Days	0037

FY15 schedule to be determined.

Leadership Skills, Intermediate

Course Code PT207

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Frankfurt

Begin	End	Length	Section
03/17/14	03/21/14	5 Days	0026

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001
10/07/13	10/11/13	5 Days	0025

11/18/13	11/22/13	5 Days	0002
12/09/13	12/13/13	5 Days	0003
01/13/14	01/17/14	5 Days	0004
02/03/14	02/07/14	5 Days	0005
02/24/14	02/28/14	5 Days	0006
03/10/14	03/14/14	5 Days	0007
03/24/14	03/28/14	5 Days	0008
04/07/14	04/11/14	5 Days	0009
04/21/14	04/25/14	5 Days	0010
05/05/14	05/09/14	5 Days	0011
05/19/14	05/23/14	5 Days	0012
06/02/14	06/06/14	5 Days	0013
06/09/14	06/13/14	5 Days	0014
06/16/14	06/20/14	5 Days	0015
06/23/14	06/27/14	5 Days	0016
07/07/14	07/11/14	5 Days	0017
07/14/14	07/18/14	5 Days	0018
07/21/14	07/25/14	5 Days	0019
07/28/14	08/01/14	5 Days	0020
08/04/14	08/08/14	5 Days	0021
08/18/14	08/22/14	5 Days	0022
08/25/14	08/29/14	5 Days	0023
09/15/14	09/19/14	5 Days	0024

FY15 schedule to be determined.

Leading at a High Threat Post

Course Code PT250

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/05/14	03/06/14	2 Days	0001
04/08/14	04/09/14	2 Days	0002
05/14/14	05/15/14	2 Days	0003
06/11/14	06/12/14	2 Days	0004
07/09/14	07/10/14	2 Days	0005
08/06/14	08/07/14	2 Days	0006

FY15 schedule to be determined.

Leading Organizations through Change

Course Code PT308

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/30/13	10/30/13	1 Day	0005
03/06/14	03/06/14	1 Day	0002
06/04/14	06/04/14	1 Day	0003
09/25/14	09/25/14	1 Day	0004

FY15 schedule to be determined.

Manage to Motivate

Course Code PT135

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/07/13	11/08/13	2 Days	0001
02/13/14	02/14/14	2 Days	0002

04/07/14	04/08/14	2 Days	0003
07/07/14	07/08/14	2 Days	0004

FY15 schedule to be determined.

Managerial Problem Solving and Decision-Making

Course Code PT134

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/03/13	10/04/13	2 Days	0001
03/06/14	03/07/14	2 Days	0002
05/01/14	05/02/14	2 Days	0003

FY15 schedule to be determined.

Managing Change

Course Code PT206

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/02/13	10/02/13	1 Day	0001
11/25/13	11/25/13	1 Day	0002
01/27/14	01/27/14	1 Day	0003
03/26/14	03/26/14	1 Day	0004
04/28/14	04/28/14	1 Day	0005
07/02/14	07/02/14	1 Day	0006

FY15 schedule to be determined.

Managing Conflict Productively

Course Code PT214

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	10/22/13	2 Days	0005
03/17/14	03/18/14	2 Days	0002
05/29/14	05/30/14	2 Days	0003
08/25/14	08/26/14	2 Days	0004

FY15 schedule to be determined.

Managing Up: Linking Support and Supervision

Course Code PK305

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/08/13	11/08/13	1 Day	0001
01/17/14	01/17/14	1 Day	0002
06/13/14	06/13/14	1 Day	0003
08/29/14	08/29/14	1 Day	0004

FY15 schedule to be determined.

Managing Up: Working Effectively with Your Manager

Course Code PT252

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/12/13	11/13/13	2 Days	0001
12/09/13	12/10/13	2 Days	0002
02/19/14	02/20/14	2 Days	0003
03/12/14	03/13/14	2 Days	0004
04/10/14	04/11/14	2 Days	0005
05/21/14	05/22/14	2 Days	0006
07/01/14	07/02/14	2 Days	0007
09/15/14	09/16/14	2 Days	0008

FY15 schedule to be determined.

Managing Your Time Effectively

Course Code PT227

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/06/13	11/06/13	1 Day	0001
02/18/14	02/18/14	1 Day	0002
03/31/14	03/31/14	1 Day	0003
04/30/14	04/30/14	1 Day	0004
07/01/14	07/01/14	1 Day	0005
08/01/14	08/01/14	1 Day	0006

FY15 schedule to be determined.

National Security Executive Leadership Seminar

Course Code PT330 **N**

Schedule: A series of five monthly two-day sessions followed by one-day capstone; 8:30 a.m. to 5:00 p.m.

At Shultz Center

Begin	End	Length	Section
11/20/13	05/29/14	11 Days	0001*
01/28/14	05/29/14	11 Days	0002*

FY15 schedule to be determined.

Overcoming Boundaries: Working Effectively Across Office and Agency Lines

Course Code PT307

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/13	10/17/13	1 Day	0001
04/02/14	04/02/14	1 Day	0002
07/29/14	07/29/14	1 Day	0003

FY15 schedule to be determined.

Course Schedules

Leadership/Management – Management Tradecraft

Overseas Supervisory Workshop

Course Code PT240

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Bangkok

Begin	End	Length	Section
02/10/14	02/14/14	5 Days	0002

At Frankfurt

Begin	End	Length	Section
01/13/14	01/17/14	5 Days	0001

FY15 schedule to be determined.

Policy Roundtables

Course Code AR321

Schedule: One day; 8:00 a.m. to 5:00 p.m.
FY14/15 schedule to be determined.

Productively Managing Stress

Course Code PT251

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/01/13	11/01/13	1 Day	0006

01/16/14 01/16/14 1 Day 0003

04/03/14 04/03/14 1 Day 0004

06/30/14 06/30/14 1 Day 0005

FY15 schedule to be determined.

Running Effective Meetings

Course Code PT217

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
01/16/14	01/17/14	2 Days	0001

04/24/14 04/25/14 2 Days 0002

09/04/14 09/05/14 2 Days 0003

FY15 schedule to be determined.

Senior Executive Threshold Seminar

Course Code PT133

Schedule: Two weeks; 9:00 a.m. to 4:30 p.m.
Week One: Shultz Center

Week Two: Offsite; includes four nights.

At Shultz Center

Begin	End	Length	Section
12/02/13	12/13/13	2 Weeks	0006

01/27/14 02/07/14 2 Weeks 0002

04/28/14 05/09/14 2 Weeks 0003

08/11/14 08/22/14 2 Weeks 0004

09/08/14 09/19/14 2 Weeks 0005

FY15 schedule to be determined.

7 Habits of Highly Effective People

Course Code PT216

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/22/13	10/25/13	4 Days	0001

12/03/13 12/06/13 4 Days 0002

01/28/14 01/31/14 4 Days 0003

03/04/14 03/07/14 4 Days 0004

04/29/14 05/02/14 4 Days 0005

06/17/14 06/20/14 4 Days 0006

08/25/14 08/28/14 4 Days 0007

09/23/14 09/26/14 4 Days 0008

FY15 schedule to be determined.

Starting Right: A Seminar for Program Directors

Course Code PT213 **R**

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
FY14/15 schedule to be determined.

Team Building

Course Code PT129

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/03/13	10/04/13	2 Days	0001

11/04/13 11/05/13 2 Days 0002

12/11/13 12/12/13 2 Days 0003

02/03/14 02/04/14 2 Days 0004

03/20/14 03/21/14 2 Days 0005

05/12/14 05/13/14 2 Days 0006

06/26/14 06/27/14 2 Days 0007

07/14/14 07/15/14 2 Days 0008

09/18/14 09/19/14 2 Days 0009

FY15 schedule to be determined.

Team Leadership

Course Code PT215 **R**

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/07/13	10/08/13	2 Days	0001

03/20/14 03/21/14 2 Days 0002

06/05/14 06/06/14 2 Days 0003

FY15 schedule to be determined.

The Ultimate 360: Comprehensive Feedback Instruments for Senior Executives

Course Code PT306

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Understanding the Interagency: A Primer for National Security Professionals

Course Code PT331

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
04/07/14	04/11/14	5 Days	0001

06/09/14 06/13/14 5 Days 0002

07/14/14 07/18/14 5 Days 0003

FY15 schedule to be determined.

USAID Mission Directors Seminar

Course Code PT192

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
05/05/14	05/09/14	5 Days	0001

08/18/14 08/22/14 5 Days 0002

FY15 schedule to be determined.

Volunteer Recruiters Orientation

Course Code PD548

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/05/13	12/05/13	1 Day	0003

03/06/14 03/06/14 1 Day 0004

06/05/14 06/05/14 1 Day 0005

09/11/14 09/11/14 1 Day 0006

FY15 schedule to be determined.

Management Tradecraft

Acquisition, Contracting and Procurement Training

Contract Administration Workshop

Course Code PA252 **P** **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Jakarta

Begin	End	Length	Section
12/16/13	12/20/13	5 Days	0003

At Shultz Center

Begin	End	Length	Section
03/03/14	03/07/14	5 Days	0002

FY15 schedule to be determined.

Contracting Officer's Representative (COR)

Course Code PA178

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At SA-11 (DS only)

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0013

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001
10/21/13	10/25/13	5 Days	0002
11/04/13	11/08/13	5 Days	0003
01/06/14	01/10/14	5 Days	0004
01/27/14	01/31/14	5 Days	0005
02/10/14	02/14/14	5 Days	0006
03/10/14	03/14/14	5 Days	0007
04/07/14	04/11/14	5 Days	0008
05/05/14	05/09/14	5 Days	0009
05/19/14	05/23/14	5 Days	0010
07/21/14	07/25/14	5 Days	0011
08/18/14	08/22/14	5 Days	0012

FY15 schedule to be determined.

Contracting Officer's Representative and Government Technical Monitor Training

Course Code PA398 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
10/24/13	10/24/13	1 Day	0001

FY15 schedule to be determined.

DS Contracting Officer's Representative

Course Code PA578 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At SA-11

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0001
03/03/14	03/07/14	5 Days	0002
04/28/14	05/02/14	5 Days	0003
06/09/14	06/13/14	5 Days	0004
07/28/14	08/01/14	5 Days	0005
08/25/14	08/29/14	5 Days	0006

FY15 schedule to be determined.

Foreign Service National Commercial Acquisitions

Course Code PA247 **N** **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Jakarta

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0003

At Shultz Center

Begin	End	Length	Section
02/24/14	02/28/14	5 Days	0002

FY15 schedule to be determined.

GSO - Acquisitions

Course Code PA221ACQ **P** **R**

Schedule: Four weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/28/13	11/22/13	4 Weeks	0001*
01/06/14	01/31/14	4 Weeks	0002*
03/10/14	04/04/14	4 Weeks	0003
05/05/14	05/30/14	4 Weeks	0004*
07/07/14	08/01/14	4 Weeks	0005
09/02/14	09/26/14	4 Weeks	0007*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Special Contracts Workshop

Course Code PA255P **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At SA-15

Begin	End	Length	Section
06/02/14	06/06/14	5 Days	0001

FY15 schedule to be determined.

Facility Management Training

Building Automation Systems

Course Code PA522 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/23/13	01/03/14	2 Weeks	0001*
04/07/14	04/18/14	2 Weeks	0002
07/14/14	07/25/14	2 Weeks	0003

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Electrical Power Generation for Facility Managers

Course Code PA524 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Falls Church, Virginia

Begin	End	Length	Section
01/13/14	01/17/14	5 Days	0001
04/28/14	05/02/14	5 Days	0002
08/04/14	08/08/14	5 Days	0003

FY15 schedule to be determined.

Elevator Maintenance Management

Course Code PA535 **P** **R**

Schedule: Two days; 8:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Facility Manager Tradecraft

Course Code PA521 **P**

Schedule: Seven weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
04/07/14	05/23/14	7 Weeks	0002
07/14/14	08/29/14	7 Weeks	0003

FY15 schedule to be determined.

Facility Manager Tradecraft, Advanced

Course Code PA527

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

HVAC Fundamentals for Building Managers

Course Code PA523 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Falls Church, Virginia

Begin	End	Length	Section
01/06/14	01/10/14	1 Week	0001
04/21/14	04/25/14	1 Week	0002
07/28/14	08/01/14	1 Week	0003

FY15 schedule to be determined.

Management Oversight of Construction Safety and Occupational Health Programs

Course Code PA585 **P** **R**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
02/10/14	02/13/14	4 Days	0001
05/27/14	05/30/14	4 Days	0002
09/02/14	09/05/14	4 Days	0003

FY15 schedule to be determined.

OBO Asbestos Inspector and Environmental Training

Course Code PA530 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Course Schedules

Management Tradecraft

OBO Construction, Facility, and Security Management Training

Course Code PA531

Schedule: Five days; 9:30 a.m. to 4:30 p.m.
FY14/15 schedule to be determined.

OBO HAZMAT Training

Course Code PA488 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Overseas Facilities Management

Course Code PA525 **P**

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/21/14	02/07/14	3 Weeks	0001
05/05/14	05/23/14	3 Weeks	0002
08/11/14	08/29/14	3 Weeks	0003

FY15 schedule to be determined.

Financial Management Training

Accounting

Course Code PA220 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/12/13	11/15/13	4 Days	0001*
03/10/14	03/14/14	5 Days	0002
06/09/14	06/13/14	5 Days	0003
09/08/14	09/12/14	5 Days	0004

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Accounting I

Course Code GFSI I **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Accounting II

Course Code GFSI2 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Budget Techniques

Course Code GFS31 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Budgeting for Supervisors

Course Code PA218 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0001
02/03/14	02/07/14	5 Days	0010
03/31/14	04/04/14	5 Days	0002
06/23/14	06/27/14	5 Days	0003
08/25/14	08/29/14	5 Days	0004

FY15 schedule to be determined.

Financial Management, Advanced

Course Code PA219 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/28/14	08/08/14	2 Weeks	0001

FY15 schedule to be determined.

Financial Management Overseas

Course Code PA211 **P**

Schedule: Eight weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	12/20/13	8 Weeks	0001*
02/24/14	04/18/14	8 Weeks	0002
05/27/14	07/18/14	8 Weeks	0003*
08/11/14	10/03/14	8 Weeks	0004*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Financial Management Overseas, Basics of

Course Code PA210 **P**

Schedule: Four weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/13/14	02/07/14	4 Weeks	0010*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Global Financial Management System - New User Basic

Course Code PA350 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
01/06/14	01/10/14	5 Days	0002
04/28/14	05/02/14	5 Days	0003
07/14/14	07/18/14	5 Days	0004

FY15 schedule to be determined.

Global Financial Management System - New User Charleston Extended

Course Code PA351 **P**

Schedule: Eight days; 9:00 a.m. to 4:00 p.m.
At Charleston, SC

Begin	End	Length	Section
02/03/14	02/12/14	8 Days	0001
08/18/14	08/27/14	8 Days	0002

FY15 schedule to be determined.

ICASS Basics

Course Code PA345 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/23/14	01/24/14	2 Days	0001
04/01/14	04/02/14	2 Days	0002
05/27/14	05/28/14	2 Days	0003
09/29/14	09/30/14	2 Days	0004

FY15 schedule to be determined.

ICASS Executive Seminar

Course Code PA245 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/27/13	11/27/13	1 Day	0001
03/31/14	03/31/14	1 Day	0002
09/02/14	09/02/14	1 Day	0003

FY15 schedule to be determined.

ICASS, Working with

Course Code PA214 **P**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/25/13	11/29/13	4 Days	0001*
01/21/14	01/24/14	4 Days	0010
03/24/14	03/27/14	4 Days	0002
05/05/14	05/08/14	4 Days	A001

06/30/14 07/03/14 4 Days 0003
07/21/14 07/24/14 4 Days A002
09/02/14 09/05/14 4 Days 0004

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Principles of Appropriation Law

Course Code PA215 **P** **R**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Bangkok

Begin	End	Length	Section
03/18/14	03/21/14	4 Days	A001

At Paris

Begin	End	Length	Section
06/17/14	06/20/14	4 Days	A002

At Shultz Center

Begin	End	Length	Section
11/04/13	11/07/13	4 Days	0001

Begin	End	Length	Section
01/14/14	01/17/14	4 Days	0010

Begin	End	Length	Section
03/03/14	03/06/14	4 Days	0002

Begin	End	Length	Section
04/21/14	04/24/14	4 Days	A003

Begin	End	Length	Section
06/02/14	06/05/14	4 Days	0003

Begin	End	Length	Section
08/18/14	08/21/14	4 Days	0004

FY15 schedule to be determined.

Servicing Serviced Agencies

Course Code GFS13 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Supervising a Cashier

Course Code PA217 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0001

Begin	End	Length	Section
04/07/14	04/11/14	5 Days	0002

Begin	End	Length	Section
07/07/14	07/11/14	5 Days	0003

Begin	End	Length	Section
09/22/14	09/26/14	5 Days	0004

FY15 schedule to be determined.

Systems Workshop for Financial LE Staff

Course Code GFS21

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Voucher Examination, Advanced

Course Code GFS22 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Voucher Examination, Basic

Course Code GFS21 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Vouchering and Certification

Course Code PA216 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/22/13	5 Days	0001

Begin	End	Length	Section
03/17/14	03/21/14	5 Days	0002

Begin	End	Length	Section
06/16/14	06/20/14	5 Days	0003

Begin	End	Length	Section
09/15/14	09/19/14	5 Days	0004

FY15 schedule to be determined.

Web.ICASS

Course Code GFS32 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY15 schedule to be determined.

General Services Operations Training

Automotive Technical Training - Basic

Course Code PA257

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Foreign Service National Housing Workshop

Course Code PA265 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
04/14/14	04/18/14	5 Days	0001

Begin	End	Length	Section
09/08/14	09/12/14	5 Days	0002

FY15 schedule to be determined.

General Services Officer Logistics and Supply Chain Management Training

Course Code PA395

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

General Services Operations

Course Code PA221 **P**

Schedule: Eight weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	12/20/13	8 Weeks	0001*

Begin	End	Length	Section
01/06/14	02/28/14	8 Weeks	0002*

Begin	End	Length	Section
03/10/14	05/02/14	8 Weeks	0003

Begin	End	Length	Section
05/05/14	06/27/14	8 Weeks	0004*

Begin	End	Length	Section
07/07/14	08/29/14	8 Weeks	0005

Begin	End	Length	Section
09/02/14	10/24/14	8 Weeks	0007*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

General Services Operations, Advanced

Course Code PA228 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/28/14	08/08/14	2 Weeks	0001

FY15 schedule to be determined.

GSO - Real Estate

Course Code PA221RE **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/09/13	12/20/13	2 Weeks	0001

Begin	End	Length	Section
02/17/14	02/28/14	2 Weeks	0002*

Begin	End	Length	Section
04/21/14	05/02/14	2 Weeks	0003

Begin	End	Length	Section
06/16/14	06/27/14	2 Weeks	0004

Begin	End	Length	Section
08/18/14	08/29/14	2 Weeks	0005

FY15

Begin	End	Length	Section
10/14/14	10/24/14	2 Weeks	0007*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Motor Pool Training

Course Code PA264 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Bangkok

Begin	End	Length	Section
04/21/14	04/25/14	5 Days	0001

FY15 schedule to be determined.

Property Management and ILMS AM Training

Course Code PA562 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Course Schedules

Management Tradecraft

Property Management & Warehousing Workshop

Course Code PA563 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Bangkok

Begin	End	Length	Section
03/24/14	03/28/14	5 Days	0001

At Frankfurt

Begin	End	Length	Section
02/03/14	02/07/14	5 Days	0001

FY15 schedule to be determined.

Human Resources Management Training

American Human Resource Management

Course Code PA235 **P**

Schedule: Thirteen days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/30/13	11/15/13	13 Days	0001*
02/26/14	03/14/14	13 Days	0002
05/29/14	06/13/14	13 Days	0003
08/13/14	08/29/14	13 Days	0004

FY15 schedule to be determined.

*Classes are not held on federal holidays.

EUR-IO HR American Programs Training

Course Code PA330

Schedule: Four days; 9:00 a.m. to 4:00 p.m.

FY14/15 schedule to be determined.

Foreign Service Retirement System for HR, Overview of

Course Code PA332

Schedule: One day; 9:00 a.m. to 4:00 p.m.

FY14/15 schedule to be determined.

Foreign Service Retirement Tradecraft

Course Code PA333 **P**

Schedule: Seven days; 9:00 a.m. to 4:00 p.m.

FY14/15 schedule to be determined.

Global Employment Management System, Position Management in

Course Code PA192 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At SA-3

Begin	End	Length	Section
10/17/13	10/17/13	1 Day	0001
11/13/13	11/13/13	1 Day	0002
01/08/14	01/08/14	1 Day	0003
02/05/14	02/05/14	1 Day	0004
03/12/14	03/12/14	1 Day	0005
04/09/14	04/09/14	1 Day	0006
05/07/14	05/07/14	1 Day	0007
06/11/14	06/11/14	1 Day	0008
07/09/14	07/09/14	1 Day	0009
08/06/14	08/06/14	1 Day	0010

FY15 schedule to be determined.

Global Employment Management System Processing, Basic

Course Code PA190 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.

At SA-3

Begin	End	Length	Section
11/19/13	11/21/13	3 Days	0002
01/14/14	01/16/14	3 Days	0003
02/11/14	02/13/14	3 Days	0004
03/18/14	03/20/14	3 Days	0005
04/15/14	04/17/14	3 Days	0006
05/13/14	05/15/14	3 Days	0007
06/17/14	06/19/14	3 Days	0008
07/15/14	07/17/14	3 Days	0009
08/12/14	08/14/14	3 Days	0010

FY15 schedule to be determined.

Human Resource Management

Course Code PA231 **P**

Schedule: 23 days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/30/13	11/29/13	23 Days	0001*
02/26/14	03/28/14	23 Days	0002
05/29/14	06/27/14	22 Days	0003
08/13/14	09/12/14	23 Days	0004*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Human Resource Management Workshop, Advanced

Course Code PA234 **N P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/28/14	08/08/14	2 Weeks	0001

FY15 schedule to be determined.

Human Resources, Basic

Course Code PA331 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Bangkok

Begin	End	Length	Section
03/03/14	03/07/14	5 Days	0002

At Frankfurt

Begin	End	Length	Section
11/18/13	11/22/13	5 Days	0001

FY15 schedule to be determined.

Human Resources for LE Staff, Intermediate

Course Code PA338 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Bangkok

Begin	End	Length	Section
03/10/14	03/14/14	5 Days	0001
03/10/14	03/14/14	5 Days	0003

At Frankfurt

Begin	End	Length	Section
02/24/14	02/28/14	5 Days	0002

FY15 schedule to be determined.

Knowledge Center Reporting Tool (Person and Position Universe), Basic

Course Code PA193 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At SA-3

Begin	End	Length	Section
10/30/13	10/30/13	1 Day	0001
12/04/13	12/04/13	1 Day	0002
01/22/14	01/22/14	1 Day	0003
02/19/14	02/19/14	1 Day	0004
03/26/14	03/26/14	1 Day	0005
04/23/14	04/23/14	1 Day	0006
05/21/14	05/21/14	1 Day	0007
06/25/14	06/25/14	1 Day	0008
07/23/14	07/23/14	1 Day	0009
08/20/14	08/20/14	1 Day	0010

FY15 schedule to be determined.

LE Staff Compensation

Course Code PA341 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

LE Staff Human Resource Management

Course Code PA236 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/29/13	2 Weeks	0001*
03/17/14	03/28/14	2 Weeks	0002
06/16/14	06/27/14	2 Weeks	0003
09/02/14	09/12/14	2 Weeks	0004*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

LE Staff Position Management and Classification

Course Code PA232 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/02/13	12/13/13	2 Weeks	0001
03/31/14	04/11/14	2 Weeks	0002
07/07/14	07/18/14	2 Weeks	0003
09/15/14	09/26/14	2 Weeks	0004

FY15 schedule to be determined.

Locally Employed Staff Recruitment Workshop

Course Code PA336 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Frankfurt

Begin	End	Length	Section
02/19/14	02/21/14	3 Days	0001

FY15 schedule to be determined.

MClass for Approvers

Course Code PA327 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	10/29/13	2 Days	0001
02/24/14	02/25/14	2 Days	0002
05/27/14	05/28/14	2 Days	0003
08/11/14	08/12/14	2 Days	0004

FY15 schedule to be determined.

Merit Based Compensation

Course Code PA339 **P**

Schedule: Three-and-a-half days; 9:00 a.m. to 4:00 p.m.

At Frankfurt

Begin	End	Length	Section
11/12/13	11/15/13	3½ Days	0001

FY15 schedule to be determined.

Professional Tradecraft for HR/CDA Staff

Course Code PA239

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
09/22/14	09/26/14	5 Days	0001

FY15 schedule to be determined.

Logistics Management Training

Foreign Service National Transportation Workshop

Course Code PA250 **N P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Antwerp

Begin	End	Length	Section
03/31/14	04/04/14	5 Days	0003

At Bangkok

Begin	End	Length	Section
01/13/14	01/17/14	5 Days	0001

At Ft. Lauderdale

Begin	End	Length	Section
02/10/14	02/14/14	5 Days	0002

FY15 schedule to be determined.

Foreign Service National Transportation Workshop, Advanced

Course Code PA256 **N P**

Schedule: Five days; 8:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
04/21/14	04/25/14	5 Days	0001
09/15/14	09/19/14	5 Days	0002

FY15 schedule to be determined.

GSO - Logistics Management Overseas

Course Code PA221LMO **N P R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/13	10/25/13	2 Weeks	0006*

11/25/13	12/06/13	2 Weeks	0001*
02/03/14	02/14/14	2 Weeks	0002
04/07/14	04/18/14	2 Weeks	0003
06/02/14	06/13/14	2 Weeks	0004
08/04/14	08/15/14	2 Weeks	0005
09/29/14	10/10/14	2 Weeks	0007

FY15 schedule to be determined.

*Classes are not held on federal holidays.

ILMS Ariba User Advocate Training

Course Code PA393

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

ILMS Asset Management Basic Property Recordkeeping Refresher (Domestic)

Course Code PA381 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At SA-15

Begin	End	Length	Section
10/23/13	10/23/13	1 Day	0001
11/20/13	11/20/13	1 Day	0002
12/11/13	12/11/13	1 Day	0003
04/02/14	04/02/14	1 Day	0004
05/21/14	05/21/14	1 Day	0005
06/25/14	06/25/14	1 Day	0006
07/23/14	07/23/14	1 Day	0007
08/20/14	08/20/14	1 Day	0008
09/03/14	09/03/14	1 Day	0009

FY15 schedule to be determined.

ILMS Asset Management User Advocate Training

Course Code PA385 **P**

Schedule: Five days; 8:00 a.m. to 5:00 p.m.
FY14/15 schedule to be determined.

ILMS Domestic Ariba Advanced User Training

Course Code PA383 **P R**

Schedule: Three hours; 9:00 a.m. to 12:00 p.m.
FY14/15 schedule to be determined.

ILMS Domestic Ariba: Approver Training

Course Code PA361 **P**

Schedule: Four hours; 9:00 a.m. to 1:00 p.m.
At SA-15

Begin	End	Length	Section
10/18/13	10/18/13	4 Hours	0001
11/15/13	11/15/13	4 Hours	0002

Course Schedules

Management Tradecraft

01/07/14	01/07/14	4 Hours	0003
02/14/14	02/14/14	4 Hours	0004
03/20/14	03/20/14	4 Hours	0005
04/17/14	04/17/14	4 Hours	0006
05/15/14	05/15/14	4 Hours	0007
06/19/14	06/19/14	4 Hours	0008
07/17/14	07/17/14	4 Hours	0009
08/14/14	08/14/14	4 Hours	0010
09/18/14	09/18/14	4 Hours	0011

FY15 schedule to be determined.

ILMS Domestic Ariba: Budget and Fiscal

Course Code PA374 **P** **R**

Schedule: Three hours; 9:00 a.m. to 12:00 p.m.

At SA-15

Begin	End	Length	Section
10/25/13	10/25/13	3 Hours	0001
11/20/13	11/20/13	3 Hours	0002
01/24/14	01/24/14	3 Hours	0003
02/21/14	02/21/14	3 Hours	0004
03/27/14	03/27/14	3 Hours	0005
04/24/14	04/24/14	3 Hours	0006
05/22/14	05/22/14	3 Hours	0007
06/26/14	06/26/14	3 Hours	0008
07/24/14	07/24/14	3 Hours	0009
08/21/14	08/21/14	3 Hours	0010
09/25/14	09/25/14	3 Hours	0011

FY15 schedule to be determined.

ILMS Domestic Ariba: Purchase Card Training

Course Code PA378 **P** **R**

Schedule: Five hours; 9:00 a.m. to 2:00 p.m.

At SA-15

Begin	End	Length	Section
10/11/13	10/11/13	5 Hours	0001
11/08/13	11/08/13	5 Hours	0002
12/13/13	12/13/13	5 Hours	0003
01/10/14	01/10/14	5 Hours	0004
02/07/14	02/07/14	5 Hours	0005
03/13/14	03/13/14	5 Hours	0006
04/10/14	04/10/14	5 Hours	0007
05/08/14	05/08/14	5 Hours	0008
06/12/14	06/12/14	5 Hours	0009
07/10/14	07/10/14	5 Hours	0010
08/07/14	08/07/14	5 Hours	0011
09/12/14	09/12/14	5 Hours	0012

FY15 schedule to be determined.

ILMS Domestic Ariba: Requester

Course Code PA375 **P** **R**

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At SA-15

Begin	End	Length	Section
11/01/13	11/01/13	1 Day	0002
12/06/13	12/06/13	1 Day	0003
01/03/14	01/03/14	1 Day	0004

01/31/14	01/31/14	1 Day	0005
03/06/14	03/06/14	1 Day	0006
04/03/14	04/03/14	1 Day	0007
05/01/14	05/01/14	1 Day	0008
06/05/14	06/05/14	1 Day	0009
07/31/14	07/31/14	1 Day	0010
09/04/14	09/04/14	1 Day	0011

FY15 schedule to be determined.

ILMS Overseas Ariba Contracts Training

Course Code PA394 **P**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.

FY14/15 schedule to be determined.

Management Tradecraft Training

Customer Service Training

Course Code PA143

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/15/13	10/16/13	2 Days	0001
11/25/13	11/26/13	2 Days	0002
12/16/13	12/17/13	2 Days	0003
05/14/14	05/15/14	2 Days	0004
07/02/14	07/03/14	2 Days	0005
09/04/14	09/05/14	2 Days	0006

FY15 schedule to be determined.

Domestic Management Officers Seminar

Course Code PA160

Schedule: Three weeks (one week sessions over three months); 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/15/13	12/06/13	3 Weeks	0001*
01/13/14	03/07/14	3 Weeks	0002*
03/17/14	05/16/14	3 Weeks	0003

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Essentials of Overseas Management

Course Code PA313 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
10/21/13	10/25/13	5 Days	0002
02/18/14	02/21/14	4 Days	0003*
03/03/14	03/07/14	5 Days	0004
04/28/14	05/02/14	5 Days	0005
05/19/14	05/23/14	5 Days	0006

06/30/14	07/03/14	4 Days	0007*
07/28/14	08/01/14	5 Days	0008
08/25/14	08/29/14	5 Days	0009
09/22/14	09/26/14	5 Days	0010

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Management Controls Workshop

Course Code PA137

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/13	10/18/13	2 Days	0001
01/21/14	01/22/14	2 Days	0002
05/12/14	05/13/14	2 Days	0003
06/30/14	07/01/14	2 Days	0004
09/02/14	09/03/14	2 Days	0005

FY15 schedule to be determined.

Management Tradecraft, Overseas

Course Code PA243

Schedule: Three weeks; 8:30 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
06/09/14	06/27/14	3 Weeks	0001
07/21/14	08/08/14	3 Weeks	0002

FY15 schedule to be determined.

Management Workshop, Advanced

Course Code PA238 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
07/07/14	07/11/14	5 Days	0001

FY15 schedule to be determined.

Managing Projects at State

Course Code PA680 **P**

Schedule: Five days; 8:30 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001
10/28/13	11/01/13	5 Days	0002
11/18/13	11/22/13	5 Days	0003
12/09/13	12/13/13	5 Days	0004
01/06/14	01/10/14	5 Days	0005
02/03/14	02/07/14	5 Days	0006
02/24/14	02/28/14	5 Days	0007
03/24/14	03/28/14	5 Days	0008
04/21/14	04/25/14	5 Days	0009
04/28/14	05/02/14	5 Days	0010
06/02/14	06/06/14	5 Days	0011
08/11/14	08/15/14	5 Days	0012

FY15 schedule to be determined.

Managing Projects at State-OBO Companion Course

Course Code PA682 **P** **R**

Schedule: Three days; 8:30 a.m. to 4:00 p.m. FY14/15 schedule to be determined.

Managing State Projects, Executive Overview to

Course Code PT209 **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m. FY14/15 schedule to be determined.

Passport Operations Officer Seminar

Course Code PA205 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m. FY14/15 schedule to be determined.

Post Management Officer Tradecraft

Course Code PA335

Schedule: Four days; 9:00 a.m. to 4:00 p.m. At Shultz Center

Begin	End	Length	Section
10/15/13	10/18/13	4 Days	0001

FY15 schedule to be determined.

Negotiation

International Negotiations, Advanced

Course Code PP515

Schedule: Four days; 9:00 a.m. to 4:15 p.m. At Shultz Center

Begin	End	Length	Section
03/03/14	03/06/14	4 Days	0001

FY15 schedule to be determined.

International Negotiation: Art and Skills

Course Code PP501

Schedule: Five days; 9:00 a.m. to 4:15 p.m. At Shultz Center

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0001
04/07/14	04/11/14	5 Days	0002
05/12/14	05/16/14	5 Days	0003
06/09/14	06/13/14	5 Days	0004
09/15/14	09/19/14	5 Days	0005

FY15 schedule to be determined.

Negotiating in the Workplace

Course Code PT253

Schedule: Two days; 9:00 a.m. to 4:00 p.m. At Shultz Center

Begin	End	Length	Section
10/28/13	10/29/13	2 Days	0001
02/19/14	02/20/14	2 Days	0002
05/01/14	05/02/14	2 Days	0003
09/29/14	09/30/14	2 Days	0004

FY15 schedule to be determined.

Office Management

Civil Service Office Support Essentials

Course Code PK104 **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m. At Shultz Center

Begin	End	Length	Section
05/12/14	05/23/14	2 Weeks	0001

FY15 schedule to be determined.

Civil Service Office Support Professional Program

Course Code PK206 **R**

Schedule: Nineteen days over 14 weeks; 9:00 a.m. to 4:00 p.m. At Shultz Center

Begin	End	Length	Section
01/27/14	05/07/14	19 Days	0001*
09/08/14	12/17/14	19 Days	0002*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Contact Database User Training

Course Code PK247

Schedule: Three days; 9:00 a.m. to 4:00 p.m. At Bangkok

Begin	End	Length	Section
11/06/13	11/08/13	3 Days	0002

At Canberra

Begin	End	Length	Section
11/20/13	11/22/13	3 Days	0006

At Frankfurt

Begin	End	Length	Section
11/05/13	11/07/13	3 Days	0004

At Freetown

Begin	End	Length	Section
11/19/13	11/19/13	3 Days	0008

At Guatemala City

Begin	End	Length	Section
10/22/13	10/24/13	3 Days	0001
10/28/13	10/30/13	3 Days	0003

At Juba

Begin	End	Length	Section
10/22/13	10/24/13	3 Days	0005

At New Delhi

Begin	End	Length	Section
10/08/13	10/10/13	3 Days	0007

FY15 schedule to be determined.

Files and Records Management

Course Code PK207 **R**

Schedule: One day; 9:00 a.m. to 4:00 p.m. At Shultz Center

Begin	End	Length	Section
02/14/14	02/14/14	1 Day	0001
07/18/14	07/18/14	1 Day	0002

FY15 schedule to be determined.

Foreign Service Office Management Specialist Training for Entering Personnel

Course Code PK102

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m. At Shultz Center

Begin	End	Length	Section
11/25/13	12/13/13	3 Weeks	0001*
02/18/14	03/07/14	3 Weeks	0002*
04/14/14	05/02/14	3 Weeks	0003
06/23/14	07/11/14	3 Weeks	0004*
09/29/14	10/10/14	2 Weeks	0005

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Job Savvy: Skills for Workplace Success

Course Code PK146

Schedule: Five days; 9:00 a.m. to 4:00 p.m. At Shultz Center

Begin	End	Length	Section
06/16/14	06/20/14	5 Days	0001
07/21/14	07/25/14	5 Days	0002

FY15 schedule to be determined.

Office Management Specialists Training Symposium

Course Code PK332

Schedule: Three days; 9:00 a.m. to 4:00 p.m. FY14/15 schedule to be determined.

Course Schedules

Office Management – Orientation

Office Support Essentials for Locally Employed Staff

Course Code PK335 **R**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At San Jose

Begin	End	Length	Section
12/03/13	12/06/13	4 Days	0001

FY15 schedule to be determined.

OMS Front Office Skills

Course Code PK340 **P**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/13/14	01/16/14	4 Days	0001
07/14/14	07/17/14	4 Days	0002
08/25/14	08/28/14	4 Days	0003

FY15 schedule to be determined.

OMT - 7 Habits of Highly Effective People

Course Code PK216

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
02/10/14	02/13/14	4 Days	0001
06/09/14	06/12/14	4 Days	0002

FY15 schedule to be determined.

Pathways to Success

Course Code PK111

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/23/14	06/25/14	3 Days	0001
07/09/14	07/11/14	3 Days	0002

FY15 schedule to be determined.

Professional Development Seminar for Foreign Service Office Management Specialist

Course Code PK302 **P**

Schedule: Two weeks; 8:45 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
08/11/14	08/22/14	2 Weeks	0001

FY15 schedule to be determined.

Project Management, Problem Solving and Negotiation Skills for OMSs

Course Code PK330

Schedule: Two weeks; 8:45 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/28/14	08/08/14	2 Weeks	0001

FY15 schedule to be determined.

Protocol Assistants Workshop

Course Code PA267 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/06/14	01/10/14	5 Days	0001
05/05/14	05/09/14	5 Days	0002
09/08/14	09/12/14	5 Days	0003

FY15 schedule to be determined.

Travel Documents Processing: Practical Application

Course Code PK205 **P R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/27/14	03/28/14	2 Days	0001
06/05/14	06/06/14	2 Days	0002
08/14/14	08/15/14	2 Days	0003

FY15 schedule to be determined.

Orientation

Diplomatic History of the United States

Course Code PG135

Schedule: Five days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0001
07/07/14	07/11/14	5 Days	0002
08/04/14	08/08/14	5 Days	0003

FY15 schedule to be determined.

Limited Non-Career Appointment Orientation

Course Code PN151

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Orientation for Civil Service Employees

Course Code PNI27

Schedule: Five days; 9:00 a.m. to 4:30 p.m.
At Charleston

Begin	End	Length	Section
11/04/13	11/07/13	4 Days	0012
03/10/14	03/13/14	4 Days	0013

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001
12/02/13	12/06/13	5 Days	0003
01/13/14	01/17/14	5 Days	0004
02/10/14	02/14/14	5 Days	0005
04/21/14	04/25/14	5 Days	0007
05/12/14	05/16/14	5 Days	0008
06/16/14	06/20/14	5 Days	0009
07/14/14	07/18/14	5 Days	0010
08/18/14	08/22/14	5 Days	0011

FY15 schedule to be determined.

Orientation for Consular Adjudicators

Course Code PNI50

Schedule: Eight days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Orientation for Foreign Service Officers

Course Code PG101

Schedule: Six weeks; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	12/13/13	6 Weeks	0001*
01/27/14	03/07/14	6 Weeks	0002*
03/24/14	05/02/14	6 Weeks	0003
05/19/14	06/27/14	6 Weeks	0004*
07/14/14	08/22/14	6 Weeks	0005
09/08/14	10/17/14	6 Weeks	0006*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Orientation for Foreign Service Specialist

Course Code PNI06

Schedule: Three weeks; 8:15 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/22/13	3 Weeks	0001*
01/27/14	02/14/14	3 Weeks	0002
03/24/14	04/11/14	3 Weeks	0003
06/02/14	06/20/14	3 Weeks	0004
09/08/14	09/26/14	3 Weeks	0005

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Orientation Presidential Management Fellows

Course Code PNI20

Schedule: Four days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/13	10/18/13	4 Days	0001

FY15 schedule to be determined.

Orientation to State Overseas

Course Code MQI19

Schedule: One day; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/10/13	10/10/13	1 Day	0001

FY15 schedule to be determined.

Spouse/Partner Orientation

Course Code MQI20

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/06/13	11/06/13	1 Day	0001
01/29/14	01/29/14	1 Day	0002
03/26/14	03/26/14	1 Day	0003
06/04/14	06/04/14	1 Day	0004
07/31/14	07/31/14	1 Day	0005
09/09/14	09/09/14	1 Day	0006
09/25/14	09/25/14	1 Day	0007

FY15 schedule to be determined.

Washington Tradecraft

Course Code PT203

Schedule: Four days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/22/13	10/25/13	4 Days	0001
12/10/13	12/13/13	4 Days	0002
03/04/14	03/07/14	4 Days	0003
06/10/14	06/13/14	4 Days	0004
07/22/14	07/25/14	4 Days	0005
08/19/14	08/22/14	4 Days	0006
09/30/14	10/03/14	4 Days	0007

FY15 schedule to be determined.

Working in the Department Seminar

Course Code PN205

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/19/13	12/20/13	2 Days	0001
03/20/14	03/21/14	2 Days	0002
05/15/14	05/16/14	2 Days	0003

07/08/14	07/09/14	2 Days	0004
09/04/14	09/05/14	2 Days	0005

FY15 schedule to be determined.

Overseas Living

Professional Development for CLO (Regional)

Course Code PD545 **P**

Schedule: Five days; 8:30 a.m. to 5:00 p.m.
At Bangkok

Begin	End	Length	Section
02/24/14	02/28/14	5 Days	0004

At Frankfurt

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0001
11/04/13	11/08/13	5 Days	0002

At Ft. Lauderdale

Begin	End	Length	Section
01/27/14	01/31/14	5 Days	0003

FY14/15 schedule to be determined.

Political Training

Arms Control and Nonproliferation

Course Code PP203 **C**

Schedule: Five days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/08/13	5 Days	0001
02/10/14	02/14/14	5 Days	0002

FY15 schedule to be determined.

Congressional Relations

Course Code PP204

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
04/16/14	04/18/14	3 Days	0001
09/24/14	09/26/14	3 Days	0002

FY15 schedule to be determined.

Foreign Policy Advisors Orientation Course

Course Code PP221 **C**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
07/15/14	07/17/14	3 Days	0001

FY15 schedule to be determined.

Foundations of International Law

Course Code PP324

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
05/14/14	05/16/14	3 Days	0001

FY15 schedule to be determined.

Intelligence and Foreign Policy

Course Code PP212 **C**

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
12/04/13	12/06/13	3 Days	0001
04/09/14	04/11/14	3 Days	0002

FY15 schedule to be determined.

Legislative Affairs Orientation

Course Code PP219

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Main State

Begin	End	Length	Section
08/25/14	08/26/14	2 Days	0001

FY15 schedule to be determined.

Managing Foreign Assistance Awards Overseas

Course Code PP223

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
02/24/14	02/26/14	3 Days	0001
04/23/14	04/25/14	3 Days	0002
06/25/14	06/27/14	3 Days	0003
07/30/14	08/01/14	3 Days	0004

FY15 schedule to be determined.

Partnership in Development and Diplomacy

Course Code PE267 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/09/13	12/13/13	5 Days	0001
04/14/14	04/18/14	5 Days	0002
06/16/14	06/20/14	5 Days	0003
07/21/14	07/25/14	5 Days	0004

FY15 schedule to be determined.

Course Schedules

Political Training – Program Planning and Assessment – Public Diplomacy

Political/Economic Counselor Seminar

Course Code PE300

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/23/14	06/27/14	5 Days	0001
08/11/14	08/15/14	5 Days	0002

FY15 schedule to be determined.

Political/Economic Tradecraft

Course Code PG140

Schedule: Three weeks; 8:30 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	11/08/13	3 Weeks	0001
01/06/14	01/24/14	3 Weeks	0002*
02/03/14	02/21/14	3 Weeks	0003*
03/10/14	03/28/14	3 Weeks	0004
05/05/14	05/23/14	3 Weeks	0005
05/27/14	06/13/14	3 Weeks	0006*
06/30/14	07/18/14	3 Weeks	0007*
07/21/14	08/08/14	3 Weeks	0008
08/25/14	09/12/14	3 Weeks	0009*
09/22/14	10/10/14	3 Weeks	0010

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Political-Military Affairs

Course Code PP505 **C**

Schedule: Five days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
01/06/14	01/10/14	5 Days	0001
06/02/14	06/06/14	5 Days	0002
09/08/14	09/12/14	5 Days	0003

FY15 schedule to be determined.

Political Training for Foreign Service Nationals/Locally Employed Staff

Course Code PP217 **N**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
04/07/14	04/18/14	2 Weeks	0001

FY15 schedule to be determined.

Political Training for Foreign Service Nationals/Locally Employed Staff, Advanced

Course Code PP224 **N**

Schedule: Five days; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
09/22/14	09/26/14	5 Days	0001

FY15 schedule to be determined.

Population, Refugee and Migration Monitoring and Evaluation of Humanitarian Assistance

Course Code PP528 **R**

Schedule: Fourteen two-and-a-half sessions will be offered. PRM Bureau will advise enrollees of session schedules. Students are required to attend four core sessions and are encouraged to take advantage of electives.

At SA-1

Begin	End	Length	Section
12/02/13	09/30/14	3 Days	0001*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Population, Refugee and Migration Officers Monitoring and Evaluation Workshop

Course Code PP518 **R**

Schedule: Five days; 8:30 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
08/11/14	08/15/14	5 Days	0001

FY15 schedule to be determined.

Population, Refugee and Migration Officers Orientation

Course Code PP516

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
08/04/14	08/08/14	5 Days	0001

FY15 schedule to be determined.

Promoting Gender Equality to Advance Foreign Policy

Course Code PP226

Schedule: Three days; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/23/13	10/25/13	3 Days	0001
05/28/14	05/30/14	3 Days	0002
09/03/14	09/05/14	3 Days	0003

FY15 schedule to be determined.

Program Planning and Assessment

Enhancing Training with Learning Technology

Course Code PD520

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/17/13	10/18/13	2 Days	0001
03/06/14	03/07/14	2 Days	0002
06/26/14	06/27/14	2 Days	0003
09/18/14	09/19/14	2 Days	0004

FY15 schedule to be determined.

Training Evaluation Workshop

Course Code PD518

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/28/13	10/29/13	2 Days	0001
12/02/13	12/03/13	2 Days	0002
05/19/14	05/20/14	2 Days	0003
07/21/14	07/22/14	2 Days	0004

FY15 schedule to be determined.

Public Diplomacy

Advanced Cultural Diplomacy Seminar on

Course Code PY343 **P** **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/14/14	07/15/14	2 Days	0001

FY15 schedule to be determined.

Advocacy Through the Media

Course Code PY142

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0001
06/02/14	06/06/14	5 Days	0002
08/04/14	08/08/14	5 Days	0003

FY15 schedule to be determined.

Alumni Outreach Strategy Building Seminar

Course Code PY344

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
09/15/14	09/21/14	5 Days	0001

FY15 schedule to be determined.

Basic Principles of Video Technical and Visual Diplomacy Seminar

Course Code PY366

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Creating Digital Media for Public Diplomacy Outreach

Course Code PY368 **P**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

English Language Programs in Public Diplomacy

Course Code PY345

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Ethics in the Grants Environment

Course Code PY320

Schedule: One day; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
05/23/14	05/23/14	1 Day	0001

FY15 schedule to be determined.

Federal Grants Update

Course Code PY223 **P**

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/21/13	11/22/13	2 Days	0001
07/17/14	07/18/14	2 Days	0002

FY15 schedule to be determined.

Foundations of Public Diplomacy

Course Code PY100

Schedule: Two weeks; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
02/24/14	03/07/14	2 Weeks	0001
04/21/14	05/02/14	2 Weeks	0002
05/27/14	06/06/14	2 Weeks	0003*
06/30/14	07/11/14	2 Weeks	0004*
08/04/14	08/15/14	2 Weeks	0005

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Getting Started with Social Media

Course Code PY360 **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/19/13	2 Days	0001
01/09/14	01/10/14	2 Days	0002
04/10/14	04/11/14	2 Days	0003
06/19/14	06/20/14	2 Days	0004
09/11/14	09/12/14	2 Days	0005

FY15 schedule to be determined.

Grants and Cooperative Agreements, Introduction to

Course Code PY220

Schedule: Three days; 9:00 a.m. to 4:30 p.m.
At Accra

Begin	End	Length	Section
01/27/14	01/29/14	3 Days	0003

At Johannesburg

Begin	End	Length	Section
02/03/14	02/05/14	3 Days	0004

At Moscow

Begin	End	Length	Section
10/21/13	10/23/13	3 Days	0001

At Nairobi

Begin	End	Length	Section
10/28/13	10/30/13	3 Days	0002

FY15 schedule to be determined.

Information Resource Center Workshop

Course Code PY351

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Issyk-Kul

Begin	End	Length	Section
10/02/13	10/04/13	3 Days	0001

FY15 schedule to be determined.

Managing Public Diplomacy Resources at Post

Course Code PY331 **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/18/13	11/20/13	3 Days	0001
05/28/14	05/30/14	3 Days	0002
08/06/14	08/08/14	3 Days	0003

FY15 schedule to be determined.

Marketing and Message Development Resources for Public Diplomacy

Course Code PY370 **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
09/15/14	09/19/14	5 Days	0001

FY15 schedule to be determined.

Monitoring Grants and Cooperative Agreements

Course Code PY222 **P**

Schedule: Two days; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/24/13	10/25/13	2 Days	0001

FY15 schedule to be determined.

New Trends in Public Diplomacy

Course Code PY230

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
07/16/14	07/18/14	3 Days	0001

FY15 schedule to be determined.

Course Schedules

Public Diplomacy

Public Diplomacy, Introduction to

Course Code PY153

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/13/13	11/15/13	3 Days	0001
01/06/14	01/08/14	3 Days	0002
04/07/14	04/09/14	3 Days	0003
06/16/14	06/18/14	3 Days	0004
09/08/14	09/10/14	3 Days	0005

FY15 schedule to be determined.

Public Diplomacy Tradecraft for Cultural Affairs Officers

Course Code PY140 **P**

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/13	11/01/13	3 Weeks	0001*
03/10/14	03/28/14	3 Weeks	0002
05/05/14	05/23/14	3 Weeks	0003
06/09/14	06/27/14	3 Weeks	0004
07/14/14	08/01/14	3 Weeks	0005
08/18/14	09/05/14	3 Weeks	0006*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Public Diplomacy Tradecraft for Information Officers

Course Code PY138

Schedule: Three weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/15/13	11/01/13	3 Weeks	0001*
03/31/14	04/18/14	3 Weeks	0002
05/05/14	05/23/14	3 Weeks	0003
06/09/14	06/27/14	3 Weeks	0004
07/14/14	08/01/14	3 Weeks	0005
08/18/14	09/05/14	3 Weeks	0006*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Public Diplomacy Tradecraft for Public Affairs Officers

Course Code PY122 **P**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
04/21/14	05/02/14	2 Weeks	0001
05/27/14	06/06/14	2 Weeks	0002*
06/30/14	07/11/14	2 Weeks	0003*
08/04/14	08/15/14	2 Weeks	0004

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Social Media Practitioners' Workshop

Course Code PY363 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/30/13	11/01/13	3 Days	0001
01/13/14	01/15/14	3 Days	0005
07/07/14	07/09/14	3 Days	0003
09/22/14	09/24/14	3 Days	0004

At Vienna

Begin	End	Length	Section
12/09/13	12/11/13	3 Days	0006

FY15 schedule to be determined.

Social Media Strategy Practicum

Course Code PY364 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Kyiv

Begin	End	Length	Section
10/02/13	10/04/13	3 Days	0003

At Shultz Center

Begin	End	Length	Section
05/28/14	05/30/14	3 Days	0001
08/11/14	08/13/14	3 Days	0002

At Vienna

Begin	End	Length	Section
12/11/13	12/13/13	3 Days	0004

FY15 schedule to be determined.

Strategic Planning Workshop for Public Diplomacy

Course Code PY219

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/20/13	11/22/13	3 Days	0001
03/26/14	03/28/14	3 Days	0002

FY15 schedule to be determined.

Tradecraft for Bureau Press Officers

Course Code PY136

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Tradecraft for Public Diplomacy Desk Officers

Course Code PY137 **R**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/06/13	11/07/13	2 Days	0001

FY15 schedule to be determined.

Visual Diplomacy: Photo and Video

Course Code PY362 **N** **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Workshop on Cultural, Educational and Exchange Programs for Public Diplomacy

Course Code PY341 **N** **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Vienna

Begin	End	Length	Section
12/02/13	12/04/13	3 Days	0001

FY15 schedule to be determined.

Workshop on Information Resource Centers and American Corners

Course Code PY352 **N** **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Workshop on Media and Information Programs

Course Code PY321 **R**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Vienna

Begin	End	Length	Section
12/04/13	12/06/13	3 Days	0001

FY15 schedule to be determined.

Locally Employed Staff Public Diplomacy Training

Advanced Seminar for Public Diplomacy LE Staff

Course Code PY205 **N** **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/27/13	11/08/13	2 Weeks	0001
09/07/14	09/19/14	2 Weeks	0003

FY15 schedule to be determined.

Educational and Cultural Seminar for Public Diplomacy LE Staff

Course Code PY204 **N** **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
02/02/14	02/14/14	2 Weeks	0001

FY15 schedule to be determined.

Information and Media Seminar for Public Diplomacy LE Staff

Course Code PY207 **N** **P** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/16/14	03/28/14	2 Weeks	0001

FY15 schedule to be determined.

Information Resource Centers Seminar for Public Diplomacy LE Staff

Course Code PY206 **N** **R**

Schedule: Two weeks; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Reconstruction, Stabilization and Conflict Transformation

Afghanistan Familiarization

Course Code RS415

Schedule: Five days; 8:15 am to 4:45 pm
At Shultz Center

Begin	End	Length	Section
10/28/13	11/01/13	5 Days	0002
11/18/13	11/22/13	5 Days	0007
12/09/13	12/13/13	5 Days	0005
01/06/14	01/10/14	5 Days	0008
01/27/14	01/31/14	5 Days	0022
02/24/14	02/28/14	5 Days	0023
03/17/14	03/21/14	5 Days	0024
04/07/14	04/11/14	5 Days	0025
04/28/14	05/02/14	5 Days	0026
05/19/14	05/23/14	5 Days	0014
06/09/14	06/13/14	5 Days	0015
06/23/14	06/27/14	5 Days	0016
07/07/14	07/11/14	5 Days	0017
07/21/14	07/25/14	5 Days	0018
08/11/14	08/15/14	5 Days	0027
09/08/14	09/12/14	5 Days	0020
09/22/14	09/26/14	5 Days	0021

FY15 schedule to be determined.

Cable and Memo Writing

Course Code RS521 **R**

Schedule: Two days; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/20/13	11/21/13	2 Days	0001
03/19/14	03/20/14	2 Days	0002
05/07/14	05/08/14	2 Days	0003
07/09/14	07/10/14	2 Days	0004

FY15 schedule to be determined.

Civilian Security Tradecraft Course

Course Code RS600

Schedule: Three days; 8:15 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/04/13	11/06/13	3 Days	0001
05/05/14	05/07/14	3 Days	0002
07/07/14	07/09/14	3 Days	0003
09/22/14	09/24/14	3 Days	0004

FY15
11/03/14 11/05/14 3 Days 0001
FY15 schedule to be determined.

Iraq Familiarization

Course Code FT610

Schedule: Five days; 8:15 a.m. to 5:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001
10/21/13	10/25/13	5 Days	0002
11/04/13	11/08/13	5 Days	0003
11/18/13	11/22/13	5 Days	0004
12/09/13	12/13/13	5 Days	0024
01/06/14	01/10/14	5 Days	0006
01/27/14	01/31/14	5 Days	0007
02/24/14	02/28/14	5 Days	0009
03/17/14	03/21/14	5 Days	0025
04/07/14	04/11/14	5 Days	0012
04/28/14	05/02/14	5 Days	0026
05/19/14	05/23/14	5 Days	0015
06/09/14	06/13/14	5 Days	0027
06/23/14	06/27/14	5 Days	0028
07/07/14	07/11/14	5 Days	0018
07/21/14	07/25/14	5 Days	0019
08/04/14	08/08/14	5 Days	0020
08/11/14	08/15/14	5 Days	0029
09/08/14	09/12/14	5 Days	0022
09/22/14	09/26/14	5 Days	0023

FY15 schedule to be determined.

Pakistan Familiarization

Course Code RS417

Schedule: Five days; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
05/12/14	05/16/14	5 Days	0001
06/16/14	06/20/14	5 Days	0006
07/21/14	07/25/14	5 Days	0003
08/04/14	08/08/14	5 Days	0007
09/15/14	09/19/14	5 Days	0005

FY15 schedule to be determined.

Regional Training Programs

7 Habits of Highly Effective People-O/S

Course Code RP298 **P**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Change Management

Course Code RP285 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Course Schedules

Regional Training Programs

Coaching and Collaboration

Course Code RP272 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Communication Skills

Course Code RP273 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Conflict Management

Course Code RP274 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Cross-Cultural Values

Course Code RP275 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Customer-Focused Performance

Course Code RP249 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Dili

Begin	End	Length	Section
10/23/13	10/24/13	2 days	0003

At Frankfurt

Begin	End	Length	Section
11/06/13	11/07/13	2 days	0002

At Paris

Begin	End	Length	Section
10/10/13	10/11/13	2 days	0001

FY15 schedule to be determined.

Customer Service

Course Code RP276 **P**

Schedule: Four hours; 9:00 a.m. to 4:00 p.m.

At Dili

Begin	End	Length	Section
10/22/13	10/22/13	4 Hours	0001

FY15 schedule to be determined.

Foreign Service National Communication Skills

Course Code RP373 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.

At Paris

Begin	End	Length	Section
10/08/13	10/09/13	2 Days	0001

FY15 schedule to be determined.

Foreign Service National Leadership

Course Code RP401 **R**

Schedule: Five days; 9:00 a.m. to 4:00 p.m.

At Bangkok

Begin	End	Length	Section
02/03/14	02/07/14	5 Days	0002
08/18/14	08/22/14	5 Days	0003

At Shultz Center

Begin	End	Length	Section
10/07/13	10/11/13	5 Days	0001

FY15 schedule to be determined.

Foreign Service National Supervisory Skills-Beyond the Basics

Course Code RP259 **N P**

Schedule: Five days; 8:30 a.m. to 4:00 p.m.

At Accra

Begin	End	Length	Section
12/02/13	12/06/13	5 Days	0008

At Athens

Begin	End	Length	Section
11/04/13	11/08/13	5 Days	0004

At Baghdad

Begin	End	Length	Section
10/27/13	10/31/13	5 Days	0007

At Bangkok

Begin	End	Length	Section
01/06/14	01/10/14	5 Days	0005
07/14/14	07/18/14	5 Days	0006

At Bogota

Begin	End	Length	Section
11/18/13	11/22/13	5 Days	0002

At Johannesburg

Begin	End	Length	Section
11/04/13	11/08/13	5 Days	0003

At Tegucigalpa

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001

FY15 schedule to be determined.

Foreign Service National Supervisory Skills

Course Code RP248 **N P R**

Schedule: Four days; 9:00 a.m. to 4:00 p.m.

At Baghdad

Begin	End	Length	Section
11/03/13	11/06/13	4 Days	0005

At Bangkok

Begin	End	Length	Section
10/28/13	10/31/13	4 Days	0001
11/18/13	11/21/13	4 Days	0006

At Port-of-Spain

Begin	End	Length	Section
05/12/14	05/15/14	4 Days	0004

At Port-of-Spain

Begin	End	Length	Section
10/28/13	10/31/13	4 Days	0003

FY15 schedule to be determined.

Leadership Fundamentals

Course Code RP277 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Managing Customer Service

Course Code RP123 **P**

Schedule: M-F; 9:00 am to 4:00 pm

At Baghdad

Begin	End	Length	Section
11/07/13	11/07/13	1 Day	0005

At Bangkok

Begin	End	Length	Section
11/01/13	11/01/13	1 Day	0001
11/22/13	11/22/13	1 Day	0006

At Mexico City

Begin	End	Length	Section
10/04/13	10/04/13	1 Day	0004

At Port-of-Spain

Begin	End	Length	Section
11/01/13	11/01/13	1 Day	0002

At Shultz Center

Begin	End	Length	Section
11/07/13	11/07/13	1 Day	0003

FY15 schedule to be determined.

Managing Up

Course Code RP278 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Motivation

Course Code RP279 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Team Building

Course Code RP282

Schedule: Half day.
FY14/15 schedule to be determined.

Team Building and Team Dynamics

Course Code RP382 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Time Management

Course Code RP283 **P**

Schedule: Half day.
FY14/15 schedule to be determined.

Retirement

Annuities, Benefits and Social Security Workshop

Course Code RV104

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/01/13	10/01/13	1 Day	0007
12/03/13	12/03/13	1 Day	0001
02/26/14	02/26/14	1 Day	0002
04/08/14	04/08/14	1 Day	0003
06/24/14	06/24/14	1 Day	0004
07/29/14	07/29/14	1 Day	0005
09/23/14	09/23/14	1 Day	0006

FY15 schedule to be determined.

Financial Management and Estate Planning Workshop

Course Code RV103

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/02/13	10/02/13	1 Day	0007
12/04/13	12/04/13	1 Day	0001
02/27/14	02/27/14	1 Day	0002
04/09/14	04/09/14	1 Day	0003
06/25/14	06/25/14	1 Day	0004
07/30/14	07/30/14	1 Day	0005
09/24/14	09/24/14	1 Day	0006

FY15 schedule to be determined.

Job Search Program

Course Code RV102

Schedule: Eight weeks; 8:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/07/13	11/29/13	8 Weeks	0001*
03/03/14	04/30/14	8 Weeks	0002
08/04/14	09/30/14	8 Weeks	0003*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Mid-Career Retirement Planning Seminar

Course Code RV105

Schedule: Two days; 8:15 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/12/13	11/13/13	2 Days	0001
01/15/14	01/16/14	2 Days	0002
05/07/14	05/08/14	2 Days	0003
06/10/14	06/11/14	2 Days	0004

FY15 schedule to be determined.

Retirement Planning Seminar

Course Code RV101

Schedule: Four days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/02/13	12/05/13	4 Days	0001
02/25/14	02/28/14	4 Days	0002
04/07/14	04/10/14	4 Days	0003
06/23/14	06/26/14	4 Days	0004
07/28/14	07/31/14	4 Days	0005
09/22/14	09/25/14	4 Days	0006

FY15 schedule to be determined.

Safety

Basic Emergency Medical Trauma Training

Course Code PT530

Schedule: One day; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/09/13	10/09/13	1 Day	0003
10/16/13	10/16/13	1 Day	0004
10/23/13	10/23/13	1 Day	0005
11/06/13	11/06/13	1 Day	0008
11/20/13	11/20/13	1 Day	0011
12/04/13	12/04/13	1 Day	0013
12/18/13	12/18/13	1 Day	0016
01/08/14	01/08/14	1 Day	0018
01/15/14	01/15/14	1 Day	0020
01/29/14	01/29/14	1 Day	0022
02/12/14	02/12/14	1 Day	0026
02/26/14	02/26/14	1 Day	0028
03/19/14	03/19/14	1 Day	0033
03/26/14	03/26/14	1 Day	0034
04/02/14	04/02/14	1 Day	0037
04/09/14	04/09/14	1 Day	0038
04/16/14	04/16/14	1 Day	0039
05/07/14	05/07/14	1 Day	0044
05/21/14	05/21/14	1 Day	0046
05/28/14	05/28/14	1 Day	0048
06/11/14	06/11/14	1 Day	0051
06/25/14	06/25/14	1 Day	0054
07/16/14	07/16/14	1 Day	0058
07/30/14	07/30/14	1 Day	0060
08/06/14	08/06/14	1 Day	0062
08/13/14	08/13/14	1 Day	0064
08/27/14	08/27/14	1 Day	0067
09/10/14	09/10/14	1 Day	0070
09/24/14	09/24/14	1 Day	0073

FY15 schedule to be determined.

Security

Security Overseas Seminar

Course Code MQ911

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/07/13	10/08/13	2 Days	0001
10/21/13	10/22/13	2 Days	0002
11/04/13	11/05/13	2 Days	0003
11/18/13	11/19/13	2 Days	0004
12/02/13	12/03/13	2 Days	0005
12/16/13	12/17/13	2 Days	0006
01/06/14	01/07/14	2 Days	0007
01/13/14	01/14/14	2 Days	0008
01/27/14	01/28/14	2 Days	0009
02/10/14	02/11/14	2 Days	0010
02/24/14	02/25/14	2 Days	0011
03/10/14	03/11/14	2 Days	0012
03/24/14	03/25/14	2 Days	0013
04/07/14	04/08/14	2 Days	0014
04/14/14	04/15/14	2 Days	0015
04/21/14	04/22/14	2 Days	0016
05/12/14	05/13/14	2 Days	0017
05/19/14	05/20/14	2 Days	0018
06/02/14	06/03/14	2 Days	0019
06/16/14	06/17/14	2 Days	0020
06/23/14	06/24/14	2 Days	0021
07/14/14	07/15/14	2 Days	0022
07/21/14	07/22/14	2 Days	0023
07/28/14	07/29/14	2 Days	0024
08/04/14	08/05/14	2 Days	0025
08/11/14	08/12/14	2 Days	0026
08/25/14	08/26/14	2 Days	0027
09/08/14	09/09/14	2 Days	0028
09/22/14	09/23/14	2 Days	0029

FY15 schedule to be determined.

Training Skills

Essential Skills for Facilitating Groups

Course Code PD547

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/31/13	11/01/13	2 Days	0001
01/28/14	01/29/14	2 Days	0002
04/07/14	04/08/14	2 Days	0003

FY15 schedule to be determined.

Intact Work Group Training

Course Code PD525

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Course Schedules

Training Skills – Transitions

Putting Adult Learning into Practice

Course Code PD537

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/09/14	01/09/14	1 Day	0001
06/12/14	06/12/14	1 Day	0002

FY15 schedule to be determined.

Staff Development Training

Course Code PD526

Schedule: One day; 9:00 a.m. to 4:00 p.m.
FY14/15 schedule to be determined.

Training and Presentation Skills

Course Code PD513

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/09/13	10/11/13	3 Days	0001
12/04/13	12/06/13	3 Days	0002
03/19/14	03/21/14	3 Days	0003
04/28/14	04/30/14	3 Days	0004
06/23/14	06/25/14	3 Days	0005
07/23/14	07/25/14	3 Days	0006
09/22/14	09/24/14	3 Days	0007

FY15 schedule to be determined.

Training Design Practicum, Advanced

Course Code PD509 **P**

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/23/14	01/24/14	2 Days	0001
07/30/14	07/31/14	2 Days	0002

FY15 schedule to be determined.

Training Design Workshop

Course Code PD512 **P**

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/13/13	11/15/13	3 Days	0001
04/14/14	04/16/14	3 Days	0002

FY15 schedule to be determined.

Training Skills Practicum, Advanced

Course Code PD552 **P**

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/10/14	01/10/14	1 Day	0001
06/03/14	06/03/14	1 Day	0002

FY15 schedule to be determined.

Training Tradecraft

Course Code PD505

Schedule: Five days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/21/13	10/25/13	5 Days	0001
11/04/13	11/08/13	5 Days	0002
12/09/13	12/13/13	5 Days	0003
02/24/14	02/28/14	5 Days	0004
05/05/14	05/09/14	5 Days	0005
08/04/14	08/08/14	5 Days	0006
09/08/14	09/12/14	5 Days	0007

FY15 schedule to be determined.

Transitions

Foundation Courses

Communicating Across Cultures

Course Code MQ802

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
12/14/13	12/14/13	1 Day	0001
03/29/14	03/29/14	1 Day	0002
06/28/14	06/28/14	1 Day	0003
09/27/14	09/27/14	1 Day	0004

FY15 schedule to be determined.

Employment Tools for Foreign Service Life

Course Code MQ704

Schedule: One day; 9:00 a.m. to 4:00 p.m.

At Shultz Center

Begin	End	Length	Section
10/17/13	10/17/13	1 Day	0001
02/11/14	02/11/14	1 Day	0002
04/30/14	04/30/14	1 Day	0003
07/17/14	07/17/14	1 Day	0004

FY15 schedule to be determined.

Explaining America

Course Code MQ115

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/17/13	12/17/13	1 Day	0001
02/06/14	02/06/14	1 Day	0002
04/22/14	04/22/14	1 Day	0003
08/14/14	08/14/14	1 Day	0004

FY15 schedule to be determined.

International Development and NGOs: Employment Options

Course Code MQ705

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/05/13	11/05/13	1 Day	0001
04/17/14	04/17/14	1 Day	0002

FY15 schedule to be determined.

Overseas Employment, Basics for

Course Code MQ703

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/30/14	01/30/14	1 Day	0001
04/03/14	04/03/14	1 Day	0002
06/19/14	06/19/14	1 Day	0003
09/11/14	09/11/14	1 Day	0004

FY15 schedule to be determined.

Portable Careers: Employment Options

Course Code MQ706

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/29/13	10/29/13	1 Day	0001
03/11/14	03/11/14	1 Day	0002
05/20/14	05/20/14	1 Day	0003
08/07/14	08/07/14	1 Day	0004

FY15 schedule to be determined.

Post Community and Country Research

Course Code MQ899

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/01/13	09/30/14	1 Day	0001*

FY15 schedule to be determined.

*Classes are not held on federal holidays.

Protocol and U.S. Representation Abroad

Course Code MQ116

Schedule: One day; 9:00 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/26/13	10/26/13	1 Day	0001
11/16/13	11/16/13	1 Day	0002
01/11/14	01/11/14	1 Day	0003
02/08/14	02/08/14	1 Day	0004
03/01/14	03/01/14	1 Day	0005
05/03/14	05/03/14	1 Day	0006
06/07/14	06/07/14	1 Day	0007
07/12/14	07/12/14	1 Day	0008
08/09/14	08/09/14	1 Day	0009
09/13/14	09/13/14	1 Day	0010

FY15 schedule to be determined.

Realities of Foreign Service Life

Course Code MQ803

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
01/14/14	01/14/14	1 Day	0001
03/19/14	03/19/14	1 Day	0002
07/25/14	07/25/14	1 Day	0003
09/16/14	09/16/14	1 Day	0004

FY15 schedule to be determined.

Resilience Strategies for Success Overseas

Course Code MQ502

Schedule: One day; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
10/09/13	10/09/13	1 day	0004
11/07/13	11/07/13	1 Day	0001
05/06/14	05/06/14	1 Day	0002
08/26/14	08/26/14	1 Day	0003

FY15 schedule to be determined.

Special Education Needs Overseas Seminar

Course Code MQ118

Schedule: One day; 8:30 a.m. to 4:30 p.m.
At Shultz Center

Begin	End	Length	Section
04/08/14	04/08/14	1 Day	0001
09/23/14	09/23/14	1 Day	0002

FY15 schedule to be determined.

Personal Planning Courses

Regulations Allowances and Finances in the Foreign Service Context

Course Code MQ104

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
12/12/13	12/13/13	2 Days	0001
03/27/14	03/28/14	2 Days	0002
06/12/14	06/13/14	2 Days	0003
09/18/14	09/19/14	2 Days	0004

FY15 schedule to be determined.

Transition Workshops and Presentations

Life Skills Training—Select Communities

DCM/Principal Officer Spouse, The Role of the

Course Code MQ110

Schedule: Three days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/16/14	06/18/14	3 Days	0001
07/21/14	07/23/14	3 Days	0002

FY15 schedule to be determined.

Encouraging Resilience in the Foreign Service Child

Course Code MQ500 **E**

Schedule: Three hours; 6:00 p.m. to 8:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/23/13	10/23/13	3 Hours	0001
05/21/14	05/21/14	3 Hours	0002

FY15 schedule to be determined.

Lesbian, Gay, Bisexual and Transgender in Foreign Service

Course Code MQ130

Schedule: Three hours; 5:30 p.m. to 8:30 p.m.
At Shultz Center

Begin	End	Length	Section
06/03/14	06/03/14	3 Hours	0001

FY15 schedule to be determined.

Maintaining Long Distance Relationships

Course Code MQ801 **E**

Schedule: Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.
At Shultz Center

Begin	End	Length	Section
10/30/13	10/30/13	2½ Hours	0001
06/18/14	06/18/14	2½ Hours	0003

FY15 schedule to be determined.

Raising Bilingual Children

Course Code MQ851 **E**

Schedule: Two-and-a-half hours; 6:00 a.m. to 8:30 p.m. *At Shultz Center*

Begin	End	Length	Section
03/05/14	03/05/14	2½ Hours	0001
09/24/14	09/24/14	2½ Hours	0002

FY15 schedule to be determined.

Singles in the Foreign Service

Course Code MQ203 **E**

Schedule: Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.
At Shultz Center

Begin	End	Length	Section
11/20/13	11/20/13	2½ Hours	0001
05/07/14	05/07/14	2½ Hours	0002

FY15 schedule to be determined.

Transition to Washington for Foreign-Born Spouses

Course Code MQ302 **W**

Schedule: Four hours; 9:00 a.m. to 1:00 p.m.
At Shultz Center

Begin	End	Length	Section
11/02/13	11/02/13	4 Hours	0001
04/26/14	04/26/14	4 Hours	0002

FY15 schedule to be determined.

Traveling with Pets

Course Code MQ855 **E**

Schedule: Three hours; 9:00 a.m. to 12:00 p.m.
At Shultz Center

Begin	End	Length	Section
04/09/14	04/09/14	3 Hours	0001

FY15 schedule to be determined.

Course Schedules

Transition Workshops and Presentations

Young Diplomats Overseas Preparedness

Course Code MQ250

Schedule: Two days; 9:00 a.m. to 4:00 p.m.
At Shultz Center

Begin	End	Length	Section
06/23/14	06/24/14	2 Days	0001
07/14/14	07/15/14	2 Days	0002
07/21/14	07/22/14	2 Days	0003
07/28/14	07/29/14	2 Days	0004
08/04/14	08/05/14	2 Days	0005
08/11/14	08/12/14	2 Days	0006

FY15 schedule to be determined.

Going Overseas Series

Going Overseas For Families

Course Code MQ210 **W**

Schedule: Three hours; 9:00 a.m. to 12:00 p.m.

At Shultz Center

Begin	End	Length	Section
03/15/14	03/15/14	3 Hours	0001
05/17/14	05/17/14	3 Hours	0002

FY15 schedule to be determined.

Going Overseas for Singles and Couples Without Children

Course Code MQ200 **W**

Schedule: Four hours; 9:00 a.m. to 12:00 p.m.
At Shultz Center

Begin	End	Length	Section
03/15/14	03/15/14	4 Hours	0001
05/17/14	05/17/14	4 Hours	0002

FY15 schedule to be determined.

Going Overseas - Logistics For Adults

Course Code MQ220 **W** **E**

Schedule: Three hours; Wednesday 6:00 p.m. to 8:30 p.m.; Saturday 1:00 p.m. to 3:30 p.m.

At Shultz Center

Begin	End	Length	Section
02/05/14	02/05/14	3 Hours	0001
03/15/14	03/15/14	3 Hours	0002
05/17/14	05/17/14	3 Hours	0003

FY15 schedule to be determined.

Going Overseas - Logistics For Children

Course Code MQ230 **W**

Schedule: Three hours; 1:30 p.m. to 3:30 p.m.
At Shultz Center

Begin	End	Length	Section
03/15/14	03/15/14	3 Hours	0001
05/17/14	05/17/14	3 Hours	0002

FY15 schedule to be determined.

Personal Planning Workshops

Legal Considerations in the Foreign Service

Course Code MQ854 **E**

Schedule: Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

At Shultz Center

Begin	End	Length	Section
05/14/14	05/14/14	2½ Hours	0001

FY15 schedule to be determined.

Managing Rental Property Overseas

Course Code MQ853 **E**

Schedule: Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

At Shultz Center

Begin	End	Length	Section
01/15/14	01/15/14	2½ hours	0001

FY15 schedule to be determined.

Personal Finances and Investments for Foreign Affairs Personnel

Course Code MQ852 **E**

Schedule: Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

At Shultz Center

Begin	End	Length	Section
04/23/14	04/23/14	2½ hours	0001

FY15 schedule to be determined.

Tax Seminar

Course Code MQ117 **E**

Schedule: Two-and-a-half hours; 6:00 p.m. to 8:30 p.m.

At Shultz Center

Begin	End	Length	Section
02/12/14	02/12/14	2½ hours	0001

FY15 schedule to be determined.

Tuition Rates for FY2014

Course Title	Tuition
3.7x Satellite System Operations and Maintenance, YW431	\$1,520
7 Habits of Highly Effective People, PT216	\$2,050
7 Habits of Highly Effective People – O/S, RP298	\$260
Accounting for Consular Fees: Training for the ACO, PC417	\$55
Accounting I, GFS11	No Charge
Accounting II, GFS12	No Charge
Accounting, PA220	\$815
Active Defense: An Executive's Guide to Information Assurance, PS830	\$55
Adobe Connect – Managing Webinar Meeting Rooms, PS356	\$1,605
Advanced Area Studies, AR_	\$70 per day
Advanced Citizenship Fraud Prevention Course, PC547	\$615
Advanced Consular Course, PC532	\$1,225
Advanced Consular Namechecking and Identity Recognition Techniques Overview, PC126A	\$125
Advanced Crisis Management Military Exercise, PD535	No Charge
Advanced Facility Management Tradecraft, PA527	\$1,630
Advanced Financial Management, PA219	\$1,630
Advanced Foreign Service National Transportation Workshop, PA256	\$815
Advanced General Services Operations, PA228	\$1,630
Advanced Human Resource Management Workshop, PA234	\$1,630
Advanced International Negotiations, PP515	\$1,135
Advanced Leadership Skills, PT210	\$1,225
Advanced Management Workshop, PA238	\$815
Advanced Political Training for Foreign Service Nationals, PP224	\$1,415
Advanced Security Overseas Seminar, ASOS, MQ912	\$55
Advanced Seminar for Public Diplomacy LE Staff, PY205	\$3,300
Advanced Training Design Practicum, PD509	\$1,320
Advanced Training Skills Practicum, PD552	\$880
Advanced Voucher Examination, GFS22	No Charge
Advanced Windows Server 2008, YW457	\$4,555
Advocacy Through the Media, PY142	\$1,650
Afghanistan Familiarization, RS415	\$825
Alumni Outreach Strategy Building Seminar, PY344	\$1,650
Ambassadorial Seminar, PT120	No Charge
American Citizens Services, PC535	\$860
American Human Resource Management, PA235	\$2,115
Annual Ethics Training, PA454	\$55
Annuities, Benefits and Social Security Workshop, RV104	\$225
Arms Control and Nonproliferation, PP203	\$1,415
Assisting Victims of Crime, Overview, PC124A	\$125
Automated Systems for Consular Managers, PC116	\$615
Automotive Technical Training – Basic, PA257	\$815
Avaya (Nortel) Meridian 61C/11C (CS1000M), YW497	\$3,040
Avaya CallPilot System Administration, YW496	\$1,520
Basic Consular Course, PC530	\$3,800
Basic EEO Counselor Training, PT171	\$1,225
Basic Emergency and Evacuation Radio Skills, YW280	\$55

Course Title	Tuition
Basic Emergency Medical Trauma Training, PT530	\$465
Basic Global Employment System Processing, PA190	\$490
Basic Human Resources, PA331	\$815
Basic Knowledge Center Reporting Tool (Person and Position Universe), PA193	\$165
Basic Leadership Skills, PK245	\$2,560
Basic Principles of Video Technical and Visual Diplomacy Seminar, PY366	\$1,650
Basic Telephone, YW142	\$1,520
Basic Voucher Examination, GFS21	No Charge
Basics for Overseas Employment, MQ703	No Charge
Basics of Financial Management Overseas, PA210	\$3,255
Basics of International Trade, PE224	\$55
Better Office English: Oral, PK226	\$1,185
Biotechnology and Global Challenges: Trade, Food Security, Energy and Climate Change, PE150	\$495
Bloodborne Pathogens for Health Unit Staff, EX300	\$55
Budget Techniques, GFS31	No Charge
Budgeting for Supervisors, PA218	\$815
Building Automation Systems, PA522	\$1,630
Bureau/Mission Offsites, PT130	1 day \$245 2 days \$490 3 days \$735
Cable and Memo Writing, RS521	\$330
CallPilot Installation and Maintenance, YW495	\$910
Career Builders: Communication Skills, PK209	\$475
Change Management, RP285	\$35
CISSP Review Seminar, YW762	\$3,040
Civil Service Mentoring Workshop, PT132	\$245
Civil Service Office Support Essentials, PK104	\$2,375
Civil Service Office Support Professionals Program, PK206	\$4,510
Civil Service Orientation, PN127	\$695
Civil Service Performance Management and Evaluation, PA495	\$55
Civilian Security Tradecraft Course, RS600	\$495
Classified and Sensitive But Unclassified Information: Identifying and Marking, PK323	\$55
Classified Equipment Lifecycle Management, YW320	\$610
Coaching and Collaboration, RP272	Classroom \$35 DL \$55
Coaching, PT229	\$490
Coal and Power, PE137	\$820
Collecting Consular Fees: Training for the Consular Cashier, PC419	\$55
Combating Trafficking in Persons, PC406	\$55
Commercial and Digital Satellite Terminals, YW433	\$1,520
Commercial Terminal Satellite Operations, YW291	\$1,520
Commercial Tradecraft, PE125	\$820
Communicating Across Cultures, MQ802	\$225
Communicating with Congress: Briefing and Testifying, PT302	\$1,590
Communication Skills, RP273	\$35
COMSEC and CRYPTO, YW226	\$910

Tuition Rates for FY2014

Course Title	Tuition
COMSEC Auditor Annual Mandatory Refresh Training, YW770	\$1,215
COMSEC Auditor Foundations, YW771	\$305
Conflict Management, RP274	\$35
Congressional Relations, PP204	\$850
Consular Adjudicator Orientation, PN150	\$1,115
Consular Agents' Workshop, PC107	\$615
Consular Country Coordinators MCCA Workshop, PC555	\$245
Consular Fees: Training for the Consular Agent, PC418	\$55
Consular Fundamentals for Mid-Level Officers, PC546	\$1,225
Consular Interviewing, PC543	\$245
Consular Leadership Development Course, PC108	\$615
Consular Management Basics, PC533	\$125
Consular Management Controls, PC400	\$55
Consular Section Chief Basics, PC550	\$1,225
Consular Task Force Basics, PC120	\$55
Consular Training for Principal Officers, PC145	\$125
Contact Database User Training, PK247	\$710
Contract Administration Workshop, PA252	\$815
Contracting Officer's Representative (COR), PA178	\$815
Contracting Officer's Representative and Government Technical Monitor Training, PA398	\$165
Creating Digital Media for Public Diplomacy Outreach, PY368	\$1,650
Creative Problem Solving, PT212	\$490
Crisis Leadership, PT303	\$925
Cross-Cultural Values, RP275	\$35
Crucial Conversations, PT150	\$1,535
CS1000 Database Admin Release 6.0 and Up, YW490	\$3,040
CS1000 Release 7.5 Installation and Maintenance, YW491	\$1,520
Current Installation Practices, YW203	\$7,595
Customer Service, RP276	\$35
Customer Service Training, PA143	\$325
Customer-Focused Performance, RP249	\$130
Customized Applications Training (Three Day), PS324	\$1,605
Customized Applications Training (Two Hour), PS323	\$135
Customized MS Office Applications, PS322	\$270
Cyber Security Awareness, PS800	\$55
Department of State Applied Systems, YW279	\$4,555
Department of State: History, Authorities and the Interagency Process, PN435	\$55
Deputy Chiefs of Mission/Principal Officers Seminar, PT102	\$3,675
Detecting Fraudulent Documents, PC544	\$55
Detecting Impostors, PC128	\$55
Development in Diplomacy and Foreign Policy, PE426	\$55
Digital Satellite Terminal Operations, YW292	\$1,520
Diplomatic History of the United States, PG135	\$695
Disability and Reasonable Accommodations, PA447	\$55
Domestic Emergency Management, PD538	No Charge
Domestic Management Officers Seminar, PA160	\$2,440

Course Title	Tuition
DS Contracting Officer's Representative, PA578	\$815
Duplexer Tuning and Installation, YW346	\$910
E2 Solutions Traveler, PK197	\$55
E2 Solutions: Online Booking Engine, PA199	\$55
E2 Solutions: System Administrator, PA195	\$55
E2 Solutions Travel Approver, PA198	\$55
E2 Solutions: Travel Arranger, PK196	\$55
eAllowances: Per Diem, PA461	\$55
eAllowances: Retail Price Schedule, PA462	\$55
Economic Issues, PE285	\$2,465
eCountry Clearance: Approver, PA472	\$55
eCountry Clearance: Post Administrator, PA473	\$55
eCountry Clearance: Requester, PA471	\$55
Educational and Cultural Seminar for Public Diplomacy LE Staff, PY204	\$3,300
EEO Counselor Training Refresher, PT173	\$245
EEO/Diversity Awareness for Managers and Supervisors, PT107	\$490
Effective Feedback Skills, PT256	\$1,025
Effective Speaking and Listening Skills, PK240	\$710
Egypt: Cultural Interactions and Connections, AR940	\$55
Electrical Power Generation for Facility Managers, PA524	\$815
Elevator Maintenance Management, PA535	\$325
Emergency Action Committee, PD543	\$115
Employee Relations Seminar, PK246	\$1,025
Employment Tools for Foreign Service Life, MQ704	No Charge
Encouraging Resilience in the Foreign Service Child, MQ500	No Charge
English Language Programs in Public Diplomacy, PY345	\$990
Enhancing Training with Learning Technology, PD520	\$1,760
Enterprise Satellite Service, YW439	\$1,520
Environment, Science, Technology and Health for Foreign Service Nationals, PE221	\$1,645
Environment, Science, Technology and Health Tradecraft, PE305	\$1,645
ePerformance for Civil Service, PA449	\$55
ePerformance for Foreign Service, PA448	\$55
Essential Skills for Facilitating Groups, PD547	\$1,760
Essentials of Overseas Management, PA313	\$815
Ethics in the Grants Environment, PY320	\$330
Ethics Orientation for New Employees, PA451	No Charge
Ethics Orientation for New Locally Employed Staff, PA453	\$55
Ethics Orientation for New Special Government Employees, PA452	No Charge
Ethics – Financial Disclosure Initial Reviewer Training, PA456	\$55
EUR-IO HR American Programs Training, PA330	\$650
Examining U.S. Passports, PC545	\$55
Executive Overview to Managing State Projects, PT209	\$250
Explaining America, MQ115	\$225
Facility Manager Tradecraft, PA521	\$5,700
FAST Backup – Communications, YW231	\$1,520

Tuition Rates for FY2014

Course Title	Tuition
FASTNet Core Operations and Maintenance, YW303	Classroom \$1,520 DL \$55
FASTNet Operations and Troubleshooting, YW307	\$1,520
FASTNet Post Operation and Maintenance, YW302	DL \$55
FASTNet Post Troubleshooting, YW306	\$1,520
FASTNet Provisioning Bootcamp, YW305	\$3,040
FasTrac Distance Learning Program	No Charge (DoS only)
Federal Grants Update, PY223	\$330
Federal Information Risk Assessment, YW610	\$1,520
Files and Records Management , PK207	Classroom \$235 DL \$55
Financial Management and Estate Planning Workshop, RV103	\$225
Financial Management Overseas, PA211	\$6,515
Floor Wardens and Monitors, PD541	\$55
Foreign Assistance Program Monitoring and Evaluation, PP425	\$55
Foreign Policy Advisors Orientation Course, PP221	\$850
Foreign Service Economic Studies, PE350	\$21,375
Foreign Service National Economic Training, PE220	\$1,645
Foreign Service National Leadership, RP401	\$325
Foreign Service National Supervisory Skills, RP248	\$230
Foreign Service Office Management Specialist Training For Entering Personnel, PK102	\$3,560
Foreign Service Performance Management and Evaluation, PA497	\$55
Foreign Service Retirement Tradecraft, PA333	\$1,140
Foundations of International Law, PP324	\$850
Foundations of Public Diplomacy, PY100	\$4,950
Fraud Prevention for Consular Managers, PC541	\$615
Fraud Prevention Workshop for Foreign Service Nationals, PC542	\$615
FSN Commercial Acquisitions, PA247	\$815
FSN Communication Skills, RP373	\$130
FSN Housing Workshop, PA265	\$815
FSN Supervisory and Management Skills – Beyond the Basics, RP259	\$325
FSN Transportation Workshop, PA250	\$815
Fulbright Program Planning, PY442	\$55
Fundamentals of Supervision, PT230	\$2,560
General Services Officer Logistics and Supply Chain Management Training, PA395	\$815
General Services Operations, PA221	\$8,140
Getting Started with New Social Media, PY360	\$660
GFMS New User Charleston Extended, PA351	\$1,630
Global Finance Management System New User Basic, PA350	\$815
Global Health Diplomacy, PE152	\$495
Global Issues, PP510	\$565
Going Overseas – Logistics for Adults, MQ220	No Charge
Going Overseas – Logistics for Children, MQ230	No Charge

Course Title	Tuition
Going Overseas for Families, MQ210	No Charge
Going Overseas for Singles and Couples Without Children, MQ200	No Charge
GSO – Acquisitions, PA221ACQ	\$3,255
GSO – Logistic Management Overseas, PA221LMO	\$1,630
GSO – Real Estate, PA221RE	\$1,630
GSO – Make Ready Process Refresher, PA740	\$55
GSO – Warehouse Management Refresher, PA741	\$55
High Stress Assignment Outbriefing Program – Special Session, MQ951	\$290
High Stress Assignment Outbriefing Program, MQ950	\$115
How to be a Certifying Officer, PA291	\$55
How to be a Contracting Officer's Representative, PA296	\$55
Human Resource Management, PA231	\$3,745
HVAC Fundamentals for Facility Managers, PA523	\$815
ICASS Basics for Overseas Posts, GFS33	No Charge
ICASS Basics, PA345	\$325
ICASS Cost Distribution Fundamentals and Invoices, GFS34	No Charge
ICASS Executive Seminar, PA245	\$165
ILMS Ariba User Advocate Training, PA393	\$815
ILMS Asset Management – Basic Property Recordkeeping Domestic, PA364	\$55
ILMS Asset Management – Domestic Excess Property Custodial Officer Training (Domestic), PA352	\$60
ILMS Asset Management – Property Reconciliation Process (Domestic), PA363	\$55
ILMS Asset Management – Basic Property Record Keeping (Overseas), PA366	\$55
ILMS Asset Management – Basic Property Record Keeping Refresher (Domestic), PA381	\$165
ILMS Asset Management – Property Reconciliation Process (Overseas), PA365	\$55
ILMS Asset Management – Property Reconciliation Process Refresher Training (Domestic), PA380	\$165
ILMS Asset Management User Advocate Training, PA385	\$815
ILMS Domestic Ariba Advanced User Training, PA383	\$80
ILMS Domestic Ariba – Approver Training, PA361	\$80
ILMS Domestic Ariba – Budget and Fiscal, PA374	\$165
ILMS Domestic Ariba: Purchase Card Training, PA378	\$60
ILMS Domestic Ariba Requester, PA375	\$55
ILMS Domestic Unclassified DPM, PA390	\$55
ILMS Overseas Ariba Account, PA391	\$55
ILMS Overseas Ariba Contracts Training, PA394	\$490
ILMS Overseas Ariba Management, PA387	\$55
ILMS Overseas Ariba Non-Serviced Agency Training, PA369	\$55
ILMS Overseas Ariba Procurement, PA392	\$55
ILMS Overseas Ariba Purchase Card Holder Training, PA370	\$55
ILMS Overseas Ariba Voucher Examiner Training, PA371	\$55
ILMS Overseas Ariba Watcher Training, PA372	\$55
ILMS Overseas Classified DPM, PA389	\$55
ILMS Overseas Unclassified Diplomatic Pouch and Mail, PA388	\$55
ILMS Overseas Ariba Approver Training, PA377	\$55

Tuition Rates for FY2014

Course Title	Tuition
ILMS Overseas Ariba Requester Training, PA376	\$55
Immigrant Visa Petitions and Revocation Guidance, PC402	\$55
Immigrant Visas, PC537	\$735
Immigration Law and Visa Operations, PC102	\$55
Influence By Design, PT224	\$490
Information and Media Seminar for Public Diplomacy LE Staff, PY207	\$3,300
Information Resource Center Seminar for Public Diplomacy LE Staff, PY206	\$3,300
Information Resource Officer Orientation, PY221	No Charge
Information Resource Management Tradecraft, YW387	\$4,555
Information Sharing Environment, EX200	\$55
INL Contract Administration, Procurement Policies and Procedures, PP422	\$55
INL Financial Management, PP421	\$55
INL Orientation Workshop, PP218	\$1,415
INL Program and Project Management I, PP420	\$55
Intact Work Group Training, PD525	\$880 per day
Intellectual Property Rights, PE138	\$330
Intellectual Property Rights: Copyright and Related Rights, PE339	\$55
Intellectual Property Rights: Core Course, PE338	\$55
Intellectual Property Rights: Geographical Indications, PE341	\$55
Intellectual Property Rights: Industrial Designs, PE344	\$55
Intellectual Property Rights: Patents and Undisclosed Information, PE342	\$55
Intellectual Property Rights: Trademarks, PE343	\$55
Intellectual Property Rights: Traditional Knowledge and Expressions, PE340	\$55
Intelligence and Foreign Policy, PP212	\$850
Intensive Regional Area Studies	
One-day module	\$140
Two-day module	\$280
Three-day seminar	\$420
Five-day seminar	\$700
Ten-day seminar	\$1,395
Interagency Integrated Civilian-Military Training Exercise for Afghanistan, RS510	\$7,150
Interagency Policy Seminars, PT320- PT327	\$1,590
Intermediate Human Resources for LE Staff, PA338	\$815
Intermediate Leadership Skills, PT207	\$2,560
Intermediate National Training Program, PC563	\$615
International Development and NGOs: Employment Options, MQ705	\$225
International Negotiation: Art and Skills, PP501	\$1,415
International Terrorism: Understanding the Threat and Formulating a Response, PP521	\$850
International Transportation Policy, PE330	\$495
Introduction to Evacuation Management System, PA487	\$55
Introduction to Commercial Tradecraft, PE424	\$55
Introduction to Data Networks, YW600	\$1,520

Course Title	Tuition
Introduction to Diplomatic Telecommunications Service Satellite Communications, YW435	Classroom \$3,040 DL \$55
Introduction to Grants and Cooperative Agreements, PY220	Classroom \$990 DL \$55
Introduction to IRM for New Employees, PS380	\$2,680
Introduction to Post Duty Officer Responsibilities, PA404	\$55
Introduction to Public Diplomacy, PY153	\$990
Introduction to Safety, Health and Environment, PA485	\$55
Introduction to Supply Chain Management, PA360	\$55
Introduction to Telephone Security, YW141	\$55
Introduction to Community Liaison Office Responsibilities, PA490	\$55
Introduction to the Fulbright Program, PY441	\$55
Introduction to VoIP, YW145	\$1,520
Introduction to Working in an Embassy, PN113	\$55
INVEST: Leahy Vetting at Post, PP410	\$55
INVEST: Leahy Vetting in Washington, PP411	\$55
Iraq Familiarization, FT610	\$780
IRC Workshop, PY351	\$990
IRM Tradecraft for the Information Technology Manager, YW319	\$3,040
IT Business Case Part I, YW420	\$305
IT Business Case Part II, YW421	\$305
IT Contingency Planning, YW463	\$55
IT Disaster Recovery and Contingency Planning, YW263	\$1,520
Job Savvy: Skills for Workplace Success, PK146	\$1,185
Job Search Program, RV102	FS \$9,075 CS \$4,535
Labor Officer Skills, PL103	\$2,830
Language Studies/Testing (see also "Additional Information," page 76)	
Arabic ALERT, LAD230	\$6,080
Advanced (Beyond-Three) Training, L_101	Individual \$1,520 per wk; Multiple \$980 per wk
Basic Courses: Long-Term Language and Area Studies, The L_100	Individual \$1,520 per wk; Multiple \$980 per wk
Consultation: Learning Styles Diagnosis	\$150
Consultation: Learning Styles Diagnosis Follow-up Appointment	\$150
Early Morning, L_300	\$3,860 per semester
Express I, L_420, L_421	\$240 per wk
Express II, L_422, L_423, L_424	\$240 per wk
Express III, L_425	\$240 per wk
FAST Courses: Familiarization and Short-Term Language Studies, The L_200	Individual \$1,520 per wk; Multiple \$980 per wk
FSI Online Language Resource Library, SR041	\$55

Course Title	Tuition	
Intensive Language Conversion Course, L__111	Individual \$1,520 per wk; Multiple \$980 per wk	
Intermediate Language, L__425, L__426	\$240 per wk	
Introductory Language, L__410 – L413	\$240 per wk	
Language Conversion, L__460, L__461	\$240 per wk	
Language for Tradecraft, L__440	\$240 per wk	
Language Testing (see also “Additional Information,” page 76)		
Language Testing at Post, PLP400	\$55	
Modern Language Aptitude Test (MLAT)	\$75	
Proficiency Test	@FSI	DVC
S&R	\$1,050	\$1,150
Speaking Only	\$480	\$525
Reading Only	\$580	\$635
Threshold Test	@FSI	DVC
S&R	\$710	\$780
Speaking Only	\$420	\$450
Reading Only	\$420	\$450
Listening Comprehension, L__430	\$260 per wk	
Other Language Courses, L__490	\$240 per wk	
Out and About in [City], L__510	\$55	
Overseas Advanced Training – Field Schools, L__950, L951	Call for quote	
Part-Time Language, L__700	\$95 per hour	
People to People, L__445, L__446	\$240 per wk	
Post Language Officer Course, PLP100	\$55	
Post Language Teacher Orientation, PLP200	\$55	
Reading Maintenance, L__401, L__402	\$260 per wk	
Refresher Courses, L__201	Individual \$1,520 per wk; Multiple \$980 per wk	
Rosetta Stone Online Language Library, SR042	No Charge	
Tutorial, Specially Arranged, L__800	\$95 per hour	
LE Staff Compensation, PA341	\$490	
LE Staff Human Resource Management, PA236	\$2,440	
LE Staff Position Management and Classification, PA232	\$1,630	
Leadership Fundamentals, RP277	\$65	
Leading in a Diverse Workforce, PT218	\$245	
Leading at a High Threat Post, PT250	\$1,025	
Leading Organizations Through Change, PT308	\$795	
Legal Considerations in the Foreign Service, MQ854	No Charge	
Legislative Affairs Orientation, PP219	\$565	
Lesbian, Gay, Bisexual and Transgender in Foreign Service, MQ130	No Charge	
Limited Non-Career Appointment Orientation, PN151	\$555	
Local Emergency and Evacuation UHF/VHF, YW268	\$1,520	
Locally Employed Staff Performance Management and Evaluation, PA496	\$55	
Locally Employed Staff Recruitment Workshop, PA336	\$490	

Course Title	Tuition
Low Cost Satellite Terminal Operations and Maintenance, YW432	\$1,520
Maintaining Long Distance Relationships, MQ801	No Charge
Manage to Motivate, PT135	\$490
Management Controls, PA164	\$55
Management Controls Workshop, PA137	\$325
Management Oversight of Construction Safety and Occupational Health Programs, PA585	\$650
Management Tools for Passport Supervisors, PC565	\$60
Managerial Problem Solving and Decision-Making, PT134	\$490
Managing Change, PT206	\$510
Managing Conflict Productively, PT214	\$490
Managing Customer Service, RP123	\$65
Managing Foreign Assistance Awards Overseas, PP223	\$850
Managing Projects at State, PA680	\$875
Managing Projects at State – OBO Companion Course, PA682	\$530
Managing Public Diplomacy Resources at Post, PY331	\$990
Managing Public Diplomacy Resources, PY422	\$55
Managing Rental Property Overseas, MQ853	No Charge
Managing State Projects, PT208	\$815
Managing the International Visitor Leadership Program at Post, PY424	\$55
Managing U.S. Fulbright Student and Scholar Programs at Post, PY444	\$55
Managing Up, RP278	Classroom \$35 DL \$55
Managing Up: Linking Support and Supervision, PK305	\$235
Managing Up: Working Effectively with Your Manager, PT252	\$1,025
Managing Visiting Fulbright Student and Scholar Programs at Post, PY443	\$55
Managing Your Time Effectively, PT227	\$510
Marketing and Message Development Resources for Public Diplomacy, PY370	\$1,650
MClass for Approvers, PA327	\$325
Measuring Performance, PA240	\$55
Media Monitoring and Reporting, PY432	\$55
MEPI Coordinator, Administrator and Project Officer Training, PP350	\$850
Meridian Voice Mail, YW499	\$1,520
Merit Based Compensation, PA339	\$570
Microsoft Exchange Server 2010, YW429	\$3,040
Mid-Career Retirement Planning, RV105	\$455
Middle East Partnership Initiative Project Officer, PP450	\$55
Mission Classification Online Tutorial, PA446	\$55
Mission Press Office, PY431	\$55
Mission Support Planning (DAU DL Contracting Course), EX100	\$55
Monitoring Grants and Cooperative Agreements, PY222	Classroom \$660 DL \$55
Motivation, RP279	\$35
Motor Pool Management Overseas, PA419	\$55
Motor Pool Training, PA264	\$815

Tuition Rates for FY2014

Course Title	Tuition
MS Access 2010 - Level One, PS771	\$1,070
MS Access 2010 - Level Two, PS772	\$1,070
MS Access 2010 – Microsoft Office Specialist, PS773	\$2,680
MS Excel 2010 - Level One, PS774	\$1,070
MS Excel 2010 - Level Two, PS775	\$1,070
MS Excel 2010 - Microsoft Office Specialist, PS776	\$2,680
MS Office 2010 Week, PS789	\$2,680
MS Office 2010: Advanced Excel - Mentored, PS784	\$655
MS Office 2010: Advanced Outlook - Mentored, PS785	\$655
MS Office 2010: Advanced PowerPoint - Mentored, PS786	\$655
MS Office 2010: Advanced Word - Mentored, PS787	\$655
MS Office 2010: Beginning Excel - Mentored, PS780	\$655
MS Office 2010: Beginning Outlook - Mentored, PS781	\$655
MS Office 2010: Beginning PowerPoint -Mentored, PS782	\$655
MS Office 2010: Beginning Word -Mentored, PS783	\$655
MS Outlook 2010, PS788	\$1,070
MS Outlook 2010 - Microsoft Office Specialist, PS792	\$2,680
MS PowerPoint 2010 - Level One, PS777	\$1,070
MS PowerPoint 2010 - Level Two, PS778	\$1,070
MS PowerPoint 2010 - Microsoft Office Specialist, PS779	\$2,680
MS Project 2010, Introduction, PS793	\$1,605
MS Publisher 2010, PS790	\$1,070
MS SharePoint Business Process Automation, PS797	\$1,605
MS SharePoint 2010 - Business Users, PS795	\$535
MS SharePoint 2010 - Site Owners, PS796	\$1,605
MS Visio 2010 Business Process Diagramming, PS798	\$1,070
MS Windows 7/Internet Explorer 8, PS791	\$535
MS Word 2010 – Advanced, PS794	\$1,070
Multilateral Diplomacy, PP211	\$850
Myer-Briggs Type Indicator, An Introduction, RP260	\$35
Myer-Briggs Type Indicator and Temperaments, RP360	\$65
National Security Executive Leadership Seminar, PT330	No Charge
Nationality Law/Consular Procedures, PC103	\$55
Negotiating in the Workplace, PT253	\$1,025
New Approaches to Addressing Corruption, PE160	\$330
New Trends in Public Diplomacy, PY230	\$990
No FEAR Act Training, PT401	\$55
Nonimmigrant Visa Petitions and Revocation Guidance, PC401	\$55
Nonimmigrant Visas, PC538	\$1,470
Nortel Business Communication Manager, YW297	\$3,040
OBO Asbestos Inspector & Environmental, PA530	\$815
OBO Construction, Facility and Security Management Training, PA531	\$815
OBO HAZMAT Training, PA488	\$815
OBO Security Classification Guide Training, PA489	\$55
Office Management Specialists Training Symposium, PK332	\$710
Office Support Essentials for Locally Employed Staff, PK335	\$950
OMS Front Office Skills, PK340	\$950

Course Title	Tuition
OMT - 7 Habits of Highly Effective People, PK216	\$950
Onyx Operations and Troubleshooting, YW308	\$1,520
Orientation for Foreign Service Officers, PG101	\$3,480
Orientation for Foreign Service Specialist, PN106	\$2,090
Orientation for Locally Employed Staff, PN410	\$55
Orientation for Presidential Management Fellows, PN120	\$555
Orientation to Overseas Consular and Duty Officer Responsibilities, PC105	\$370
Orientation to Passport Adjudication for Non-Specialists, PC560	\$615
Orientation to State Overseas, MQ119	\$225
Outreach Diplomacy: Engaging the World, PY141	\$990
Overcoming Boundaries: Working Effectively Across Office and Agency Lines, PT307	\$795
Overseas Citizen Service Issues for Mid-Level ConOfs, PC558	\$615
Overseas Citizens Services, PC104	\$55
Overseas Contracting Officer Update Training, PA340	\$165
Overseas Crisis Management Exercise, PD533	No Charge
Overseas Crisis Management Overview, PD534	No Charge
Overseas Facilities Management, PA525	\$2,440
Overseas Management Tradecraft, PA243	\$2,440
Overview of Federal Assistance Financial Management, PA367	\$55
Overview of Foreign Service Retirement System for HR, PA332	\$165
Pakistan Familiarization Course, RS417	\$825
Partnership in Development and Diplomacy, PE267	\$1,240
Passport and Nationality, PC536	\$735
Passport and Nationality for Domestic Adjudicators, PC536B	\$490
Passport Data Security Awareness, PC441	\$55
Passport Management Essentials, PC564	\$490
Passport Operations Officer Seminar, PA205	\$815
Passport Services' National Training Program, PC562	\$1,225
Pathways to Success, PK111	\$710
Personal Finances and Investments for Foreign Affairs Personnel, MQ852	No Charge
Personal Identity Verification Module 2, PS820	\$55
Personal Protective Equipment, PA486	\$55
Petroleum and Gas Industry, PE127	\$660
Policy Priorities in Multilateral Diplomacy: The Prevention of Genocide and Mass Atrocities, PP230	\$285
Political Training for Foreign Service Nationals, PP217	\$2,830
Political-Military Affairs, PP505	\$1,415
Political/Economic Counselor Seminar, PE300	\$820
Political/Economic Tradecraft, PG140	\$2,465
Population Refugee and Migration Officers Orientation, PP516	\$1,415
Population, Refugee and Migration Officers Monitoring and Evaluation Workshop, PP518	\$1,415
Portable Careers: Employment Options, MQ706	\$225
Position Management in Global Employment Management System, PA192	\$165

Tuition Rates for FY2014

Course Title	Tuition
Post Allowance: Retail Price Collecting, PA463	\$55
Post Community and Country Research, MQ899	\$225
Post Management Officer Tradecraft, PA335	\$650
Potentially Fraudulent Birth Documents, PC561	\$615
Pre-Deployment Preparation for High Stress Assignments, MQ940	No Charge
Preparing for an International Organization Meeting, PP430	\$55
Principles of Appropriation Law, PA215	\$650
PRM Monitoring and Evaluation of Humanitarian Assistance, PP528	\$355
Processing Security Advisory Opinions, PC440	\$55
Productively Managing Stress, PT251	\$510
Professional Development for Community Liaison Officers (Regional), PD545	\$4,395
Professional Development Seminar for Foreign Service Office Management Specialist, PK302	\$2,375
Professional Tradecraft for HR/CDA Staff, PA239	\$1,140
Project Management, Problem Solving and Negotiation Skills for OMSs, PK330	\$2,375
ProjNet SM Facilitating Design and Construction Communication, PA526	\$55
Promoting Gender Equality to Advance Foreign Policy, PP226	\$850
Promoting Human Rights and Democracy, PP530	\$1,415
Property Management and ILMS AM Training, PA562	\$815
Property Management and Warehousing Workshop, PA563	\$815
Property Management for Custodial Officers, PA169	\$55
Protecting Personally Identifiable Information, PA459	\$55
Protocol and U.S. Representation Abroad, MQ116	\$225
Protocol Assistants Workshop, PA267	\$1,185
Public Diplomacy Desk Officer Tradecraft, PY137	\$660
Public Diplomacy Tradecraft for Cultural Affairs Officers, PY140	\$6,660
Public Diplomacy Tradecraft for Information Officers, PY138	\$6,600
Public Diplomacy Tradecraft for Public Affairs Officers, PY122	\$3,300
Public-Private Partnerships, PP440	\$55
Purchase Card Advanced, PA288	\$325
Purchase Card Basics, PA287	\$490
Purchase Card Designated Billing Official Training, PA300	\$55
Purchase Card Program Coordinator Training, PA299	\$55
Purchase Card Self-Certification Training, PA297	\$55
Putting Adult Learning into Practice, PD537	\$880
Raising Bilingual Children, MQ851	No Charge
Reading and Understanding Fiscal Data, GFS10	No Charge
Real Property Management, PA420	\$55
Realities of Foreign Service Life, MQ803	\$225
Regional Consular Officers Workshop, PC114	\$615
Regional Emergency and Evacuation Network–HF, YW345	\$1,520
Regional Intact Work Group Training, PD625	\$880 per day
Regional Workshop for Senior Consular Foreign Service Nationals, PC106	\$615
Regulations Allowances and Finances in the Foreign Service Context, MQ104	\$455

Course Title	Tuition
Religion and Foreign Policy, PP225	\$1,135
Resilience Strategies for Success Overseas, MQ502	\$225
Retirement Planning Seminar, RV101	\$905
Roundtables, AR321	No Charge
Running Effective Meetings, PT217	\$490
Russia: Cultural Interactions and Connections, AR950	\$55
Satellite Communication Terminals SC-3 and SC-7 Retrofit Operations and Maintenance, YW438	\$1,215
Satellite Terminal Troubleshooting (SC9), YW437	\$1,520
SC-9 Satellite Terminal Operations, YW436	\$1,520
SC-11 Operations and Maintenance, YW591	\$1,520
SC-11 Troubleshooting, YW592	\$1,520
Security+, YW261	\$2,430
Security Overseas Seminar, MQ911	\$455 Single \$475 Group
Seminar on Advanced Cultural Diplomacy, PY343	\$660
Seminar on Cultural, Educational and Exchange Programs for Public Diplomacy, PY342	\$1,650
Senior Executive Threshold Seminar, PT133	\$2,450
Senior LE Staff Seminar, PA268	\$815
Servicing Serviced Agencies, GFS13	No Charge
Simplified Acquisition Procedures, PA229	\$55
Simulated Operations, YW286	\$3,040
Singles in the Foreign Service, MQ203	No Charge
SIPRNet in the Department of State Environment, PS416	\$270
SMART End-User Training, PS531	\$135 DL \$55
SMART Messaging: A Course for Users, PS530	\$535
SMART Messaging: A Course for System Administrators, PS532	\$55
SMART System Administrator: Messaging Operations, YW533	\$1,520
Social Media Practitioners' Workshop, PY363	\$990
Social Media Strategy Practicum, PY364	\$990
Special Contracts Workshop, PA255P	\$815
Special Education Needs Overseas Seminar, MQ118	\$225
Spouse/Partner Orientation, MQ120	\$225
Staff Development Training, PD526	\$880 per day
Starting Right: A Seminar for Program Directors, PT213	\$735
Strategic Planning for Public Diplomacy, PY402	\$55
Strategic Planning Workshop for Public Diplomacy, PY219	\$990
Supervising a Cashier, PA217	\$815
Supporting CA Systems and Applications, PS310	\$2,680
Symposium for Supervisory Passport Specialists, PC566	\$615
Systems Administration in a Virtual Environment, YW458	\$3,040
TAGS and Terms, PK324	\$55
Tax Seminar, MQ117	No Charge
Team Building, RP282	\$35
Team Building, PT129	\$1,025
Team Building and Team Dynamics, RP382	\$130
Team Leadership, PT215	\$490

Tuition Rates for FY2014

Course Title	Tuition
Telecommunications Industry, PE131	\$330
Terrorism Finance and Economic Sanctions, PE141	\$495
The Role of the DCM/Principal Officer Spouse, MQ110	No Charge
The Ultimate 360: Comprehensive Feedback Instruments for Senior Executives, PT306	\$510
Time Management, RP283	\$35
Trade Agreement Monitoring and Implementation, PE222	Classroom \$820 DL \$55
Training and Presentation Skills, PD513	\$2,640
Training Design Workshop, PD512	\$2,640
Training Evaluation Workshop, PD518	\$1,760
Training Tradecraft, PD505	\$4,395
Transition to Washington for Foreign-Born Spouses, MQ302	No Charge
Travel Documents Processing: Practical Application, PK205	\$475
Travel Policies and Procedures for Domestic Offices, PK195	\$55
Travel Policy and Procedures at Post, PA244	\$55
Traveling with Pets, MQ855	No Charge
Ukraine: Cultural Interactions and Connections, AR965	\$55
Understanding International Cultural Heritage, PY440	\$55
Understanding the Interagency: A Primer for National Security Professionals, PT331	\$3,970
U.S. Global Investment Policy, PE266	\$330
U.S. Role in Multilateral Development Banks, PE264	\$330
Uniformed Services Employment and Reemployment Rights Act, EX500	\$55
USAID Mission Directors Seminar, PT192	\$2,560
Valuing Diversity in the Workplace, PT225	\$245
VIP Visits: Basic Managing Hotels and Control Rooms, PA475	\$55
VIP Visits: Effective Transportation, Motorcade and Baggage Support, PA476	\$55
VIP Visits: Funding and Procurement, PA474	\$55
Visa Issues for Mid-Level Consular Officers, PC557	\$615
Visual Diplomacy: Engaging Audiences Through Photos and Videos, PY462	\$55
Visual Diplomacy: Photo and Video, PY362	\$1,650
Volunteer Recruiters Orientation, PD548	\$880
Voucher Examiner Course, PA480	\$55
Vouchering and Certification, PA216	\$815
Washington Energy Seminar, PE228	\$495
Washington Tradecraft, PT203	\$555
Web.ICASS, GFS32	No Charge
Web.PASS Expendable Supplies: Basic Recordkeeping, PA436	\$55
Web.PASS Expendable Supplies: Inventory Management and Reports, PA437	\$55
Web.PASS Post Personnel: American Track, PA432	\$55
Web.PASS Post Personnel: Local Track, PA431	\$55
Web.PASS Procurement Accounting Department, PA423	\$55
Web.PASS Procurement: Basic Overview, PA421	\$55
Web.PASS Procurement: Contracting Officer, PA425	\$55
Web.PASS Procurement: Financial Management Officer, PA424	\$55

Course Title	Tuition
Web.PASS Procurement: Procurement Department, PA422	\$55
Web.PASS Procurement: Receiving Department, PA426	\$55
Web.PASS Procurement: Vouchering Department, PA427	\$55
Web.PASS System Administrator, YW425	\$1,520
Web.PASS Vehicle Registration and Maintenance, PA429	\$55
Web.PASS Visitor Management, PA428	\$55
Web.PASS Work Order for Windows, PA438	\$55
WebRABIT State Program and PD Budget Preparation Tool, PA368	\$55
Windows 7 Administration, YW426	\$1,520
Working in the Department Seminar, PN205	\$140
Working with ICASS, PA214	\$650
Working with Returnees from High Stress Posts, PT450	Brown Bags No Charge
	Classroom \$255
	DVC \$55
	Webinars \$55
Workshop for American Citizen Services Foreign Service Nationals, PC122	\$615
Workshop for Immigrant Visa Foreign Service Nationals, PC123	\$615
Workshop for Non-Immigrant Visa Foreign Service Nationals, PC121	\$615
Workshop on Cultural, Educational and Exchange Programs for Public Diplomacy, PY341	\$990
Workshop on Information Resource Centers and American Corners, PY352	\$1,650
Workshop on Media and Information Programs, PY321	\$1,320
World Trade Organization History and Core Principles, PE223	\$55
Writing for the Media, PY433	\$55
Writing Skills I - Grammar Fundamentals, PK325	\$1,185
Writing Skills II - Intermediate Business Writing, PK326	\$1,185
Writing Skills III - Advanced Business Writing, PK327	\$475
Writing Specific Objectives, PD551	\$55
Young Diplomats Day, MQ250	No Charge

Course Title	Tuition
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LANGUAGE STUDIES – ADDITIONAL INFORMATION

- Agencies should formally enroll their students at least six weeks prior to the course start date.
- Language training is provided to Eligible Family Members only on a Space Available basis in existing classes. We advise you not to make “life-altering” changes until you are confirmed for training. Do not resign from your job, move to Washington, make child care arrangements, etc., until you have contacted the FSI Registrar to confirm that you have a space in a class and that you are formally enrolled in training. The FSI Office of the Registrar (phone: 703-302-6961) will have this information no earlier than 21 calendar days prior to the language training start date.
- Because of limitations in facilities and staff, tutorials must be specially arranged with the School of Language Studies in advance of the desired start date. Use of Multimedia Lab is **not** included in tuition.
- Once classes have started, agencies will be billed for full weeks regardless of federal holidays.
- Agencies will not be billed for the vacation week.
- Advanced Area Studies are integrated into Basic Language Training and included in the tuition rates. (Advanced Area Studies are neither included nor billed for FAST language courses.)
- Forty-four-week courses may have a period when the instructional staff assess student progress and plan curriculum adjustments. During this period, students may engage in self-study, use the Multimedia Lab, take annual leave, or engage in other activities by arrangement with their agency. Some staff may be available for consultation by appointment. Certain 44-week courses have a special orientation during the break. Tuition will be charged during this period.
- If an Agency determines that the “end date” of language or training is to be different from the scheduled “end date,” five working days notice must be provided to FSI.
- Agencies will be billed for “no-shows.” FSI requires five days notice in writing indicating a student’s withdrawal.

Course Title	Tuition
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LANGUAGE TESTING – ADDITIONAL INFORMATION

- Employees of non-State agencies may arrange for proficiency and MLAT testing on a reimbursable basis.
- The cost of language proficiency tests is included in the tuition for **only** Basic and Beyond Three Advanced language training (L_100/101), if the student receives at least 100 hours of training.
- The cost of language proficiency test is **not** included in the tuition for other language training, including tutorial, regardless of the number of training hours.
- “No-Shows” for scheduled language tests will be billed at the full test rate.

- A**
- Accounting 42
 - Accounting for Consular Fees: Training for the ACO 25
 - Accounting I 42
 - Accounting II 42
 - Acquisition, Contracting and Procurement Training 40
 - Active Defense: An Executive's Guide to Information Assurance 29
 - Adobe Connect - Managing Webinar Meeting Rooms 18
 - Advanced Area Studies
 - ASIA
 - Afghanistan 11
 - China/Hong Kong/Taiwan 11
 - Insular Southeast Asia 11
 - Japan 11
 - Korea 11
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 - South Asia 11
 - EUROPE
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 - East Central Europe 11
 - German-Speaking Europe 11
 - Greece/Cyprus/Turkey 11
 - Nordic Countries 11
 - South Central Europe 11
 - Southeast Central Europe 11
 - Western Europe 11
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 - Arabian Peninsula/Gulf/Iran 11
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 - WESTERN HEMISPHERE
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 - Canada 11
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 - Alumni Outreach Strategy Building Seminar 51
 - Ambassadorial Seminar 36
 - American Human Resource Management 44
 - Annual Ethics Training 27
 - Annuities, Benefits and Social Security Workshop 55
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 - Arms Control and Nonproliferation 49
 - Automated Systems for Consular Managers 21
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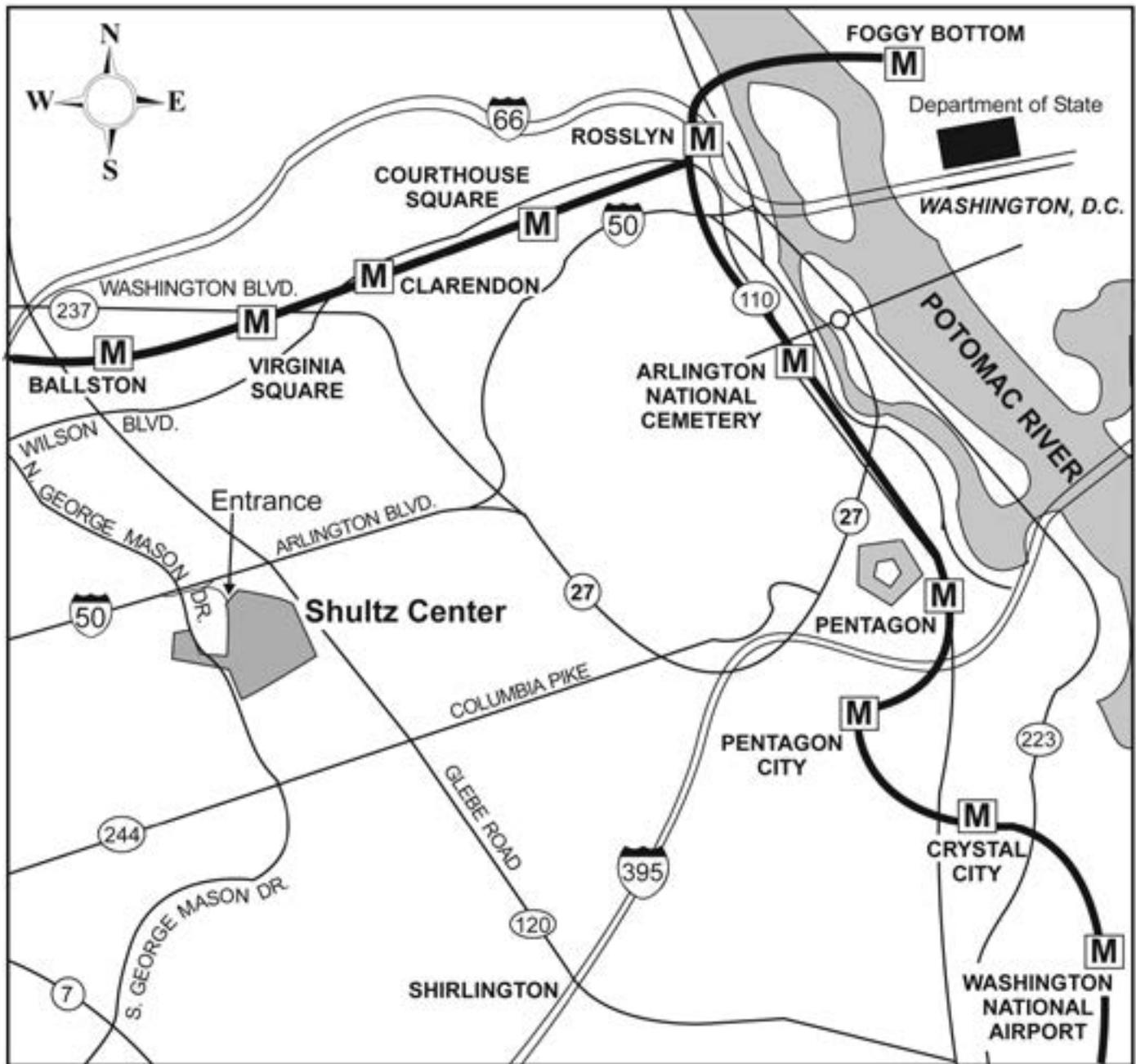
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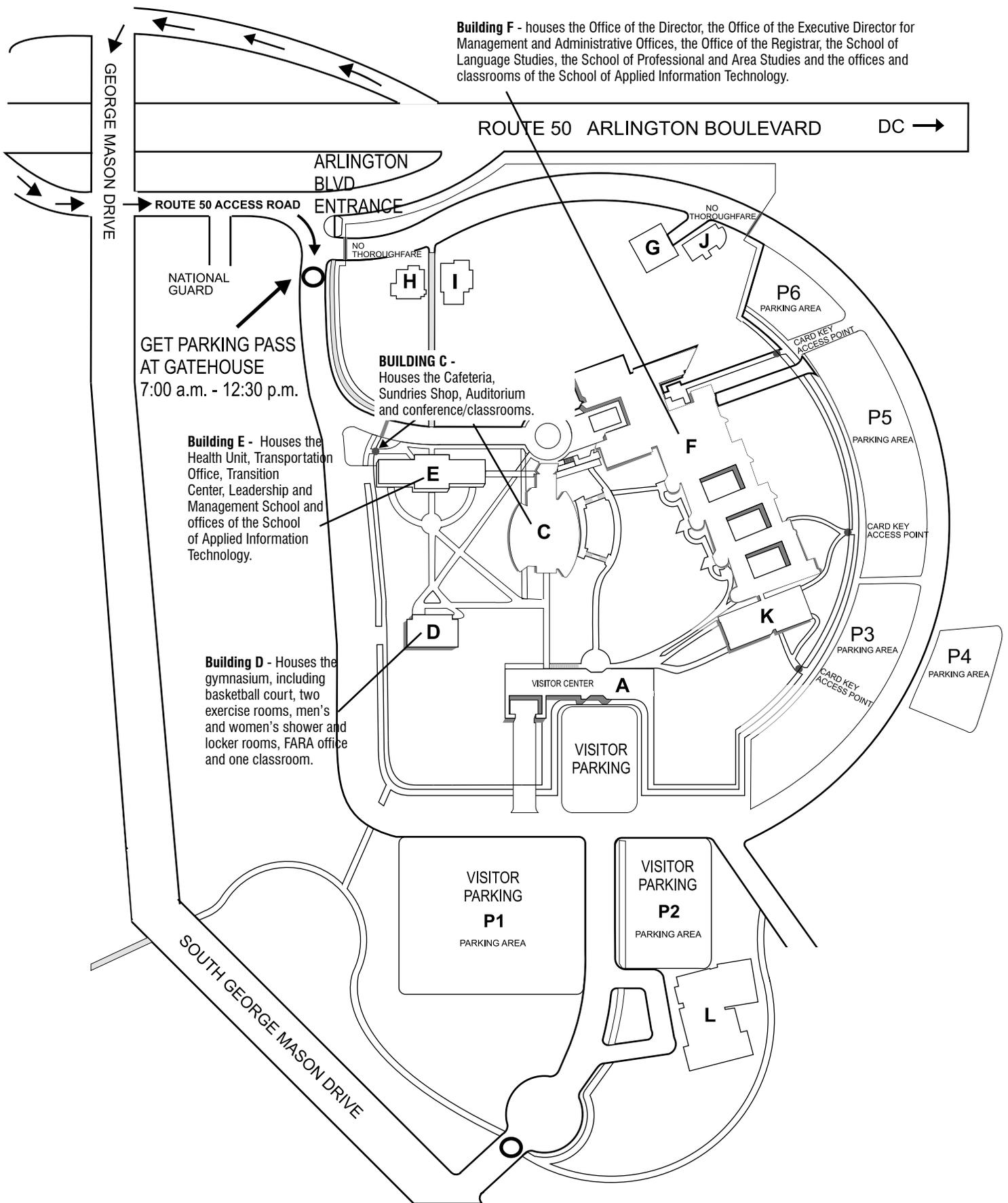
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